22/028-0

ADMINISTRATIVE COOPERATION AGREEMENT

between

DIRECTORATE GENERAL FOR INTERPRETATION

OF THE EUROPEAN COMMISSION

and

THE CZECH PRESIDENCY OF THE COUNCIL OF THE EUROPEAN UNION

2022

in the area of conference interpretation

COPY NO. 1 FOR THE CZECH PRESIDENCY OF THE COUNCIL OF THE EUROPEAN UNION

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in the area of conference interpretation
(*hereinafter referred to as “the Agreement”)*

**Preamble**

* *Whereas DG Interpretation, the interpretation service of the European Commission, supports the functioning and decision making process of a number of European Institutions, agencies, offices and other bodies by providing conference interpretation in the 24 official languages of the EU as required in Article 342 TFEU and Council Regulation 1/58, and in accordance with the principle of mutual sincere cooperation* *enshrined in Article 13 (2) TEU;*
* *whereas, DG Interpretation has concluded a number of Service Level Agreements with the Council of the European Union (hereinafter referred to as “the Council”), the European Council, the European Economic and Social Committee, the Committee of the Regions, the European Investment Bank, as well as a number of European offices and agencies in the Member States for the above mentioned purpose;*
* *whereas the Czech Republic's Presidency of the Council (hereinafter referred to as “the Presidency”), will prepare, coordinate, follow up and in general organise the events of this Presidency, including informal meetings of ministers and other high level meetings of institutional nature organised by the Presidency for which the same level of quality conference interpretation is required as for the meetings of the Council;*
* *whereas DG Interpretation has collaborated with successive Presidencies of the Council in order to provide conference interpretation for informal meetings of ministers and other high level meetings of institutional nature organised by the Presidencies according to their needs, using the same interpreters, according to the same conditions, offering the same quality level and subject to the same compensation as for the above mentioned Institutions, offices and agencies;*
* *whereas in accordance with Articles 13(2) and 17(1) TEU, DG Interpretation has thus collaborated with successive Council Presidencies in terms of organisational support and assistance related to interpretation matters, amongst others through the designation of a DG Interpretation Presidency coordinator, with the objective of facilitating the work of the Presidency of the Council;*
* *whereas both DG Interpretation and the Presidency share the same goal of facilitating informal meetings of ministers and other high level meetings of institutional nature held by the Czech Republic in the framework of the Presidency of Council of the European Union through a collaborative process as from the start of the organisation of such meetings and until their completion,*

**Directorate General for Interpretation of the European Commission,** hereafter referred to as **“DG Interpretation”**, represented by Ms Genoveva Ruiz Calavera Director-General of DG Interpretation

AND

**The the Department for the Czech Presidency of the Council of the EU at the Czech Government Office,** represented by Ms Alice Krutilová, Director, hereafter referred to as "the Presidency".

HAVE AGREED THAT

*in order to secure the highest quality standards of conference interpretation, DG Interpretation shall upon request and against compensation by the Presidency provide conference interpretation for informal meetings of ministers and other high level meetings of institutional nature organised by the Presidency from 1 July 2022 to 31 December 2022, subject to the conditions laid down in this Agreement and the documents referred to and published on the dedicated web application.*

## 1. Definitions

For the purposes of this Agreement, the following definitions apply.

A ***"passive language"*** is a language *from* which interpretation is provided; an ***"active language"*** is a language *into* which interpretation is provided.

The ***"interpretation time slot"*** or simply ***"i-slot"*** is the unique accounting unit for interpretation services. An i-slot corresponds roughly to a half-day assignment for one interpreter. The accounting system translates interpreters' assignments into accounting units by converting into i-slots the time spent interpreting, the time needed to travel to or from the venue of a meeting, and in general the time during which the interpreter is not available for an assignment elsewhere. The rules used for these calculations are presented under Section 9 below.

***"Reprogramming costs"*** are the amount of interpretation ordered and confirmed two full weeks in advance of the date and not used (in the meeting initially scheduled or any other meeting).

The ***"Web application"*** as referred to in this Agreement is the interface made available by DG Interpretation to the Presidency for the introduction and follow up of meeting requests, the validation of cost compensation and information on all relevant documents relating to this Agreement. The necessary accesses to the website will be granted by DG Interpretation Unit B.2 upon the Presidency’s request.

***“Full week”*** consists of seven consecutive days. It starts on Friday noon and it lasts until the following Friday 11:59:59 a.m.

“***Virtual and hybrid meetings***” are meetings organized remotely between individual and/or groups of participants in distant places. The interpreters’ team is working from a Commission meeting room equipped with interpretation booths. All participants are connected and the interpretation team interact via an interpretation platform.

An ***“Interpretation platform”*** is a virtual IT environment that manages the processing of audio and video signals during the transmission of information from speakers to interpreters and from there to an audience in simultaneous interpretation.

A **“*Meeting Manager*”** is the person responsible for facilitating the interaction between the participants connected to a meeting where conference interpretation is provided via an interpreting platform.

An **“*Operator*”** is the person providing first-line technical support for the use of the interpretation platform to interpreters and participants using such a platform during a meeting.

## 2. Requests for Interpretation

***Official languages of the EU***

 Interpreting will be provided on the basis of a written order or orders.

Requests shall be made well in advance of the date of the meetings and at *the latest by Friday 13:00* eight full weeks before the week during which the meeting takes place[[1]](#footnote-2) by means of the above-mentioned Web application. The provision of interpretation in meetings requested after the deadlines specified in this Section will depend on the availability of interpreters.

For each request the Presidency shall indicate the active and passive languages for which interpretation is requested and the date, place and time of the meeting. Any changes to these requestss should be communicated to DG Interpretation without delay.

***Non-EU languages***

Interpretation requests for languages other than the official languages of the EU shall be made at least 90 calendar days in advance of the week during which the meeting takes place. The provision of interpretation for such languages will depend on the availability of qualified interpreters.

***Cost estimates***

The Presidency will introduce its meeting requests in the Web application, including the complete coordinates of the administrative entity to be invoiced, in keeping with the procedure under Section 10. For each meeting request, DG Interpretation shall prepare a cost estimate within two working days from receiving the request in accordance with Section 9 and Section 10 below, which shall be sent to the Presidency for acceptance via the Web application.

In order to minimize the total cost of the meeting, DG Interpretation undertakes to assign to each meeting the strict minimum number of interpreters to cover all active and passive languages requested by the Presidency. Where a mission is involved, DG Interpretation will seek to minimise the travelling and waiting time of interpreters by ensuring that the interpreters depart to the town where interpretation shall be provided at the latest possible moment.

The cost estimate is based on the information provided by the Presidency in the meeting request. The amount billed by DG Interpretation will be based on the actual services provided and therefore might exceed the original estimate.

In case applicable, the cost estimate of a meeting shall separately display the cost of interpretation and the cost of the overheads related to the use of an interpretation platform, as will be the case with the invoice.

The place of provision of interpretation, in the case of a meeting with physical presence, is the Czech Republic, the city of Prague (venues depending on the possibilities of the Presidency); in the case of on-line virtual meetings, the place of performance is Belgium, the city of Brussels. If meetings take place in a hybrid format, and travel is possible, the provision of interpretation should normally by in the Czech Republic, unless both parties agree otherwise. See section 3 below.

## 3. Undertakings and confirmation

Under the terms and conditions laid down in Section 2, DG Interpretation undertakes to supply the requested interpretation teams, irrespective of the meeting place, provided that the cost estimate was accepted by the Presidency.

The provision of interpretation in meetings requested after the deadlines specified in Section 2 will depend on the availability of resources.

All **requests** for interpretation received within the deadline shall be subject to confirmation by DG Interpretation at the latest 6 weeks before the week during which the meeting will take place. This confirmation shall clearly state the language regime that DG Interpretation will supply for each meeting. DG Interpretation undertakes to inform the Presidency without delay whether interpretation requests received after the deadlines specified in Section 2 above can be met.

DG Interpretation's ability to provide interpretation for non-EU languages is dependent on its ability to recruit a sufficient number of qualified interpreters for the dates in question.

In order to avoid wasting resources, modifications and cancellations of requests should be confirmed at the latest 4 weeks before the week during which the meeting takes place.

DG Interpretation manages a limited number of meeting rooms equipped with interpretation platforms. Where a request involves the use of such a meeting room, DG Interpretation can only commit to one meeting per week, with a language regime of up to 3 active languages. For all other requests in the same week and/or for larger language regimes, DG Interpretation will make its best efforts to provide a room, subject to availability.

When the evolution of the sanitary situation means it is likely that the meeting cannot take place physically in the country of the Presidency, the Parties can agree to replace the physical presence of interpreters by the use of an interpretation platform. Any decision to use an interpretation platform shall become definitive 6 weeks before the week in which the meeting will take place.

## 4. Interpretation quality

DG Interpretation guarantees the ***quality of its interpreters***by assigning only its permanent staff interpreters and duly accredited auxiliary conference interpreters (ACI) to the meetings organized by the Presidency.

As team coordination is a pre-requisite to ensure the quality and integrity of the interpretation provided, interpreters provided by DG Interpretation shall not work in a team with interpreters that are not accredited by the EU Institutions other than in exceptional circumstances and with DG Interpretation's prior written approval.

Without prejudice to the Section 5 below, should the Presidency consider the quality of interpretation on any occasion to be unsatisfactory, it shall inform DG Interpretation without delay in writing. DG Interpretation undertakes to provide an explanatory reply within a period of two weeks from receipt of such notification and to take the appropriate remedial action if necessary.

Where interpretation is provided via an interpretation platform, DG Interpretation cannot be held responsible for the accuracy of the interpretation provided, interruption of service, partial or complete loss of audio and other technical problems due to problems arising from IT connections or the equipment used for distantly-connected participants in the meeting.

## 5. Working conditions of interpreters

The provisions of the "Agreement on working conditions for staff and temporary interpreters"[[2]](#footnote-3) shall apply to the interpretation delivered by DG Interpretation to the Presidency.

Where interpretation is provided via an interpretation platform, specific working arrangements will apply concerning the working hours and number of interpreters needed per language. DG Interpretation will supply the Presidency with an overview of possible arrangements that can be used for such meetings. If the Presidency realises that, in view of the particular constraints of a meeting, it will not be able to fully apply these working arrangements, it informs DG Interpretation as soon as this is known to the Presidency, as to allow DG Interpretation to take the necessary measures (such as strengthening the team of interpreters).

## 6. Booths

Provision of simultaneous interpretation is subject to the availability of a sufficient number of interpretation booths that meet ISO standards ISO 2603 (for conference rooms with built-in booths), ISO 4043 (for mobile booths) and ISO 20109 (for interpretation equipment in the booths). The Web application provides information on where technical ISO standard texts can be obtained.

With the aim of ensuring technical compliance of booths and conference equipment, the Presidency will involve DG Interpretation closely in all new building projects with interpretation booths, and will seek DG Interpretation's approval when new venues are used for meetings organized by the Presidency. The Presidency shall also consult DG Interpretation with regards to the installation of mobile booths or in case of use of interpretation platforms.

Possible additional health measures related to COVID 19 may apply. DG Interpretation shall inform the Presidency of such measures in due time.

## 7. Documentation and confidentiality of the proceedings

Meeting documents and other general documentation, including access to web data bases and tools, are an essential requirement in the provision of quality interpretation services.

The Presidency shall take all necessary measures to make ***documentation*** related to a meeting available to interpreters in electronic format as well as in paper copy in case of physical meetings. In particular, documents which are prepared during the meeting will be made available to interpreters in real time. Practical modalities are detailed on the Web application.

DG Interpretation will ensure that all documentation is reserved for the exclusive use of interpreters assigned to the meeting and its support staff responsible for its distribution and collection.

DG Interpretation guarantees that the documentation provided as well as the content of the proceedings are subject to total confidentiality.

Where applicable, the Presidency ensures that staff and ACI interpreters benefit from the same facilities as delegates as concerns access to WIFI, internet and applications that are necessary for providing quality interpretation.

## 8. Use of Interpretation Platforms

### (a) General aspects

DG Interpretation may - at the request of the Presidency and in accordance with the agreed working conditions of interpreters - accept to provide interpretation via an interpretation platform with the interpreters of DG Interpretation physically working from EU meeting rooms.

When interpretation services are delivered from Commission meeting rooms, DG Interpretation is responsible for ensuring the stability of the interpretation platform and the high quality of connections between the interpretation platform and the interpreters.

DG Interpretation shall also provide advice and guidance to the Presidency on the technical conditions to be secured by the Presidency and the remote participants in order to optimise the quality of connections between the meeting participants using the interpretation platform, which has a direct bearing on the quality of interpretation. If required, DG Interpretation remains available to train the meeting manager before the meeting.

Within the week before each meeting, DG Interpretation shall make an operator available to the Presidency for one day in view of testing connections between the platform and the participants. The Presidency shall facilitate the testing with the meeting participants.

During the meeting, in addition to the interpreters, DG Interpretation shall assign an operator in order to provide immediate on-site support in Brussels and distant support to distant meeting participants. The Presidency shall provide a meeting manager to manage the interventions of the participants.

DG Interpretation shall not provide such services or bear such responsibilities when interpretation services are not delivered from Commission meeting rooms. However, DG Interpretation will share its technical guidance for remote participants with the Presidency and the responsible services of the Institution hosting the interpreters assigned to the meeting, at their request.

### (b) Limitations

The acceptance by DG Interpretation to provide interpretation via this delivery mode shall be subject to the availability of meeting rooms endowed with the interpretation platform technology. Section 3 above sets out the limitations placed on the number of meeting using such technology.

Considering the need to maintain social distancing in the context of the COVID-19 pandemic and the availability of booths, DG Interpretation may impose limitations on the number of active and passive languages that can be delivered from meetings served through the interpretation platform.

The use of an interpretation platform is exclusively provided to the Presidency, and may not be seen as a commitment on behalf of DG Interpretation to apply such arrangements to any stakeholder in circumstances falling outside the present Agreement.

## 9. Cost Calculation for Meetings with Physical Presence

The cost of interpretation for a given meeting is calculated by adding the equivalent in i-slots of all interpreters actually assigned to that meeting.

Costs to be compensated by the Presidency also include "reprogramming costs", as defined in Section 1 above.

### (a) Rate

The rate per i- slot is fixed annually[[3]](#footnote-4).

The definitive costs for year *n* shall not exceed the estimate communicated in year *n-1,* except for any adjustments in the salary paid to interpreters in years n-l and n but not covered by this estimate.

The rate of an i-slot for year 2022 is 530 EUR.

### (b) Accounting of interpretation supplied

An i-slot covers meetings which vary in length. For cost purposes, meetings are distinguished between those starting in the morning between 08:00 and 13:29 and ending before 14:00 and those in the afternoon starting between 13:30 and 18:29 and ending before 19:00. Evening assignments start from 18:30 and end before 21:00.

Night meetings are distinguished between those starting from 21:00 onwards and ending before midnight and those starting as of midnight and ending before 08:00.

The accounting of interpretation supplied is done on a daily basis by converting interpretation assignments for each meeting into interpretation time slots (i-slots) to be compensated per interpreter according to the following table:

|  | ***Meeting starting times*** | ***Meeting ending before*** | ***i-slots to be invoiced per interpreter*** |
| --- | --- | --- | --- |
| Daytime assignments | Between 08:00 and l3:29 | 14:00 | 1 |
|  | Between 13:30 and 18:29 | 19:00 | 1 |
| Evening or night assignments | Between 18:30 and 20:59 | 21:00 | 1 |
|  | Between 21:00 and 23:59 | 24:00 | 1 |
|  | Between 00:00 and 7:59 | 08:00 | 2 |

###  (c) Accounting of travelling and waiting time (applied to meetings with physical presence only)

Travelling time to and from the venue of the mission and related waiting time will be counted only if it prevents the interpreter from performing a daytime assignment, thus if travel occurs between l0:00 and 13:30 (one i-slot) or between 13:30 and 17:30 (one i-slot). Travel occurring during a weekend or a public holiday will be counted as one i-slot.

### (d) Meetings on weekends and public holidays

Meetings held during weekends and on Commission public holidays will be charged as per the above table, in other words, they will not be surcharged.

### (e) Reprogramming costs

DG Interpretation will not request any compensation for interpretation services which are cancelled by the Presidency before the two full weeks deadline[[4]](#footnote-5). The same applies for interpretation services, which are cancelled at any moment by DG Interpretation.

However, if cancellations are made less than two full weeks prior to the week of the event, the amount to be compensated will result from the net difference between the interpretation ordered by the Presidency (converted into i-slots) and accepted by DG Interpretation, and the interpretation actually supplied.

Reprogramming costs do not apply to the cost of use of the interpretation platform (see (g) below), when the Presidency had requested to use the interpretation platform for the cancelled meeting.

### (f) Cancellations due to force majeure

In the event of cancellations due to a force majeure, costs incurred will be shared between DG Interpretation and the Presidency in line with the provisions of Section 14.

## 10. Cost Calculation for Virtual and Hybrid Meetings

When interpreters work via a platform, due to specific conditions, different rules apply than the ones observed at meetings with physical presence.

### (a) Rate

The i-slot rate is the same as mentioned in Section 9 (a) above.

### (b) Accounting of interpretation supplied

When working via an interpretation platform, interpreters are only to be assigned to work up to a maximum of 6 hours per day, with a break of at least 90 minutes and a maximum consecutive period of work of 4 hours. These limitations result in 3 separate scenarios depending on the Presidency’s needs:

1. The meeting taking place in the morning and afternoon and does not last longer than a total of 6 hours. In this case the same team of interpreters (3 per active language) works the whole day with a minimum break of 90 minutes. (E.g. 10:00 – 13:00 and 14:30 – 17:30) A total of 6 i-slots shall be charged per active language for the whole day.
2. The meeting taking place in the morning and afternoon lasts longer than 6 hours (e.g. 09:00 – 13:00 and 14:30 to 18:30). In this case, 2 interpreters per active language will work in the morning and a new team of 2 interpreters will be needed in the afternoon. The morning team shall finish not later than 13:00 and the afternoon team shall not start before 14:30. As interpreters will not be assignable to other meetings on platforms on the same day, a total of 8 i-slots shall be charged per active language for the whole day.
3. The meeting taking place for one half-day. Here the session (either morning or afternoon) can last a maximum of 4 hours (e.g. 09:00 – 13:00 or 14:30 to 18:30). A morning team shall finish not later than 13:00. An afternoon team shall not start before 14:30. 2 interpreters shall work per active language, but as they will not be assignable to other meetings on platforms on the same day, a total of 4 i-slots shall be charged per active language.

### (c) Meetings on weekends and public holidays

Meetings held during weekends and on Commission public holidays will not be surcharged.

### (d) Reprogramming costs

DG Interpretation will not request any compensation for interpretation services which are cancelled by the Presidency before the two full weeks deadline (see Section 9 (e) above). The same applies for interpretation services, which are cancelled at any moment by DG Interpretation.

However, if cancellations are made less than two full weeks prior to the week of the event, the amount to be compensated will result from the net difference between the interpretation ordered by the Presidency (converted into i-slots) and accepted by DG Interpretation, and the interpretation actually supplied.

Reprogramming costs do not apply to the cost of use of the interpretation platform (see (f) below), when the Presidency had requested to use the interpretation platform for the cancelled meeting.

### (e) Cancellations due to force majeure

In the event of cancellations due to a force majeure, costs incurred will be shared between DG Interpretation and the Presidency in line with the provisions of Section 14 below.

### (f) Cost of using an interpretation platform when provided by DG Interpretation

In case of use of the interpretation platform requested by the Presidency and provided by DG Interpretation, the technical services linked to its technical configuration, assistance during the meeting and cleaning after each shift of interpreting team, should be invoiced on the basis of the following unit prices:

* use of the platform: € 500 per meeting;
* cost of an operator: € 500 per man/day;
* cost per cleaning: € 100 (needed after each change of team, as long as required by COVID-19-related hygiene measures).

## 11. Compensation procedure

### Verification Procedure:

At the latest by the 15th of the month following the month (M) during which the interpretation was provided, DG Interpretation shall verify and approve the number of i-slots supplied and/or cancelled. DG Interpretation will inform the Presidency that meetings are ready for acceptance on the Web application by email. This information serves as payment advice notice.

Where applicable, costs related to the use of the interpretation platform shall be charged separately.

### Acceptance Procedure:

The Presidency shall accept the amounts on the Web application and the additional costs related to the use of the interpretation platform if applicable or communicate any related observations to DG Interpretation within two weeks and at the latest by the end of month M+1. Where the Presidency has not accepted nor reacted within month M+1, amounts mentioned in the pre-information notice will be deemed accepted and DG Interpretation will proceed further with the billing process.

Whenever observations or comments on the number of i-slots provided and/or cancelled are made by the Presidency, DG Interpretation will provide further explanations and/or correct the calculated amounts within month M+1.

### Compensation:

Compensation is processed on a monthly basis. Upon acceptance in the Web application and in any case at the latest at the beginning of month M+2, DG Interpretation will issue the debit note.

The debit note must contain the particulars of a commercial document, in particular the statement of services provided, the registration number of the Agreement (that the Presidency shall communicate to DG Interpretation before signature) and the document number.

In the event that the debit note does not contain the above specified particulars of a commercial document or contains errors in relevant data, the Presidency is entitled to return this debit note to the Commission without the Presidency being in default of payment. The new payment period shall begin to run on the date of receipt of the corrected or newly issued debit note.

If, exceptionally, one of the parties experiences difficulties respecting one of the above-mentioned deadlines, it shall inform the other party without delay and in any case before the indicated deadline in order to set a different deadline by mutual agreement.

## 12. Payment deadlines and penalties

The Presidency is required to pay debit notes within the deadline stipulated on them..

Payment date is the date on which the payment has been received into the European Commission bank account stated in the debit note. Debit notes shall contain all necessary payment details, such as IBAN and BIC codes.

**Payment advice notices shall be sent by email to:**

Ms. Alice Krutilová:

Mr. Pavel Uhlík:

Mr. Antonín Klamt:

**Debit notes shall be sent by email** **to:**

posta@vlada.cz

Ms. Alice Krutilová:

postal address: Podatelna, Úřad vlády ČR, nábřeží Edvarda Beneše 128/4, 118 00 Praha 1

The provisions of the Financial Regulation applicable to the general budget of the European Union shall apply to the above-mentioned debit notes, as well as the Commission's budgetary internal rules.[[5]](#footnote-6)

## 13. Dispute resolution

In the event of a dispute between the parties resulting from the interpretation or from the application of the present Agreement, the parties will try to find an agreement in a spirit of good cooperation, beginning at the level of the Services. If the dispute cannot be resolved directly, the parties will either:

* Appoint a mediator, that is accepted by both of them, and who will have the task of facilitating the settlement of the dispute as soon as possible; or
* Select an arbitrator by mutual agreement, whose decision will be binding for both parties.

## 14. Force majeure

Force majeure must be understood as referring to abnormal and unforeseeable circumstances which were outside the control of the party by whom it is pleaded and the consequences of which could not have been avoided in spite of the exercise of all due care.

If one of the parties is confronted with a case of force majeure, it will inform without delay the other party in writing of the event by specifying the nature, the probable duration and the foreseeable effects. None of the parties is regarded as having failed in or contravened its obligations if it could not carry them out due to force majeure. The liability of the Presidency is limited to 50 % of the cost of the service. Parties shall take all the measures necessary to reduce the possible impact of a case of force majeure.

## 15. Data protection

Personal data mentioned or related to this Agreement, is processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

## 16. Contact Persons

The contact persons for operational matters for DG Interpretation are:

- For organisation and requests:

Mr Brendan Woods,

Ms Lucie Vajrychova,

- For administrative and financial matters:

Mr Antonio Cherenti,

Ms Dóra Révész,

- For interpretation platforms:

 Mr Frédéric Pirotte,

The contact persons for operational matters for the Presidency are:

- For organisation and requests:

Ms Alice Krutilová:

Mr Pavel Uhlík:

Mr Antonín Klamt:

- For financial matters

Ms Alice Krutilová:

Mr Pavel Uhlík:

Mr Antonín Klamt:

## 17. Final Provisions

The authentic language of the Agreement is English.

The Agreement shall be drawn up in the number of 5 original copies, with the Presidency of the Czech Republic receiving 4 copies and DG SCIC 1 copy.

The Agreement enters into force on the date of its signature by the latter of the contracting parties and becomes effective on the date of its publication in the Register of Contracts of the Czech Republic.

The Agreement is valid on the day of its conclusion.

 On behalf of the Presidency On behalf of DG Interpretation

Alice Krutilová Genoveva Ruiz Calavera

 Date: ……………………… Date:………………………

1. Exact dates may vary due to public holidays. A detailed schedule of request deadlines is updated and published regularly on the Web application. [↑](#footnote-ref-2)
2. These documents are made available on the Web application. The reference documents made available on the Web application are those in force at the date of signature of this Agreement. DG Interpretation undertakes to inform the Presidency in advance of any revision to these documents, which will then be replaced on the Web application by the more up to date versions once they enter into force. [↑](#footnote-ref-3)
3. For 2022 the amount is set at € 530. The calculation method of the price of the i-slot is detailed in the yearly Draft General Budget of the European Commission – working documents – Administrative expenditure under heading 7, article 20 03 11 – Interpretation. [↑](#footnote-ref-4)
4. Interpretation slots actually rendered by active language will be compared with a snapshot of the interpretation requests taken on Sunday, two full weeks ahead of the week during which the meetings take place. [↑](#footnote-ref-5)
5. Financial regulation: Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union (OJ L 193, 30.07.2018, p. 1) – in particular articles 98 and following.

 Internal Rules: Commission Decision C(2018) 5120 final of 3.8.2018 on the Internal Rules on the implementation of the general budget of the European Union (European Commission section) for the attention of the Commission departments.

Further Commission Decisions C(2018) 5119 final of 3.8.2018, C(2020)4584 final of 10.07.2020, C(2020)4585 final of 10.07.2020 and C(2021)4932 final of 08.07.2021. [↑](#footnote-ref-6)