



EUROPEAN  
COMMISSION

Brussels, 22.4.2016  
C(2016) 2000 final

ANNEX 2

**ANNEX**

*to the*

**COMMUNICATION TO THE COMMISSION**

**TRANSLATION AS PART OF THE COMMISSION'S DECISION-MAKING  
PROCESS**

Cate go ry	Doc Type	Title	Maximum volume in pages <sup>1</sup>	Languages
1.	<b>Documents to be adopted by the Commission</b>			
	1.1	Proposal for European Parliament and Council or only Council Regulation/Directive/Decision/Recommendation (including Recommendations for Council acts); Commission (delegated/implementing) Regulation, Directive, Decision, Recommendation, Opinion  <i>NB: volume limit for annexes to financing proposals, country strategy and programming papers, explanatory memoranda</i>	No limit  15	ALL (or some) <sup>1</sup>
	1.2	Commission Communication (to European Parliament/Council/other institutions/Member States)	15 <sup>2</sup>	ALL
	1.3	Communication to the Commission	15	EN, FR, DE
	1.4	Commission Communication on Council position Commission Opinion on European Parliament's amendments Commission replies to Court of Auditors reports		ALL
	1.5	Commission Report (to European Parliament/Council/other institutions)	15 <sup>3</sup>	ALL
	1.6	Green Paper/White Paper	30/15 Respectively	ALL
	1.7	Correcting act/ corrigendum		Languages concerned
	1.8	Other adopted documents, such as documents linked to the budgetary cycle (both proposals and autonomous acts), Commission notices or Commission guidelines on the implementation and enforcement of the EU law		ALL/languages required by the procedure/NONE
	1.9	Reply to European Parliament's question (QE)		EN or FR or DE + MEP language
	1.10	Reply to the opinion of a national parliament	10	Language(s) of Member State concerned
	1.11	Commission working document/paper	15	ALL
	1.12	Agenda (OJ) and minutes (PV) of College meetings		EN, FR, DE

<sup>1</sup> The maximum volume is the number of standard pages allowed (1 page = 1500 characters without spaces). The language regime may vary depending on the addressee(s), the way of entering into force, publication needs, etc.; see e.g. GoPro and Commission rules of procedures.

<sup>2</sup> Including joint Communications; no volume limit for communications interpreting EU legislation.

<sup>3</sup> Including joint reports.

Cate go ry	Doc Type	Title	Maximum volume in pages <sup>1</sup>	Languages
2.	<b>Other Commission documents not to be adopted</b>			
	2.1	Notice published in the OJ UE; Commission statement		ALL
	2.2	Call for tenders/call for proposals/manifestation of interest <sup>4</sup>		As needed
	2.3	Procedural document for Court of Justice, General Court and Civil Service Tribunal, or national courts ( <i>mémoire</i> )		Language of the case (+ FR for Court of Justice & General Court)
	2.4	Public consultation document	10	ALL <sup>5</sup>
	2.5	Staff working documents (other than those listed below from 2.5.1 to 2.5.5), both linked and stand-alone		Usually NONE, but ALL or some languages may be necessary in exceptional cases
		2.5.1 Impact assessment report, evaluation, fitness check		NONE
		2.5.2 Executive summary of the impact assessment report	2	ALL
		2.5.3 Executive summary of the evaluation; executive summary of the fitness check	2	EN, FR, DE
		2.5.4 Synopsis report annexed to the impact assessment report, or to the evaluation, or to the fitness check	10	Language(s) of the consultation
		2.5.5 Summary of the stakeholders' feedback on Commission legislative proposals	10	NONE
	2.6	Press release (PP)	3	As needed
	2.7	Memo and background briefing, opinion editorial (op-ed)	7	As needed
	2.8	Europa website page (excluding blogs and social media texts)		As needed

<sup>4</sup> Including related supporting documents provided to the DGs, other institutions and agencies such as vademecum and guidance, circulars, template letters and contracts, models.

<sup>5</sup> DGT can provide translation into all requested EU official languages of questionnaires and other consultation documents not exceeding 10 pages; cf. Ares(2013)2752242 and Better Regulation Toolbox, Chapter 7, Tool n. 50, point 4 'Accessibility of consultations'.

Cate go ry	Doc Type	Title	Maximum volume in pages <sup>1</sup>	Languages
2.	<b>Other Commission documents not to be adopted</b>			
	2.9	Guidelines, leaflet, booklet, handbook, study, minutes, agenda, newsletter and other non-core documents related to the work of the Commission <sup>6</sup>		As needed
	2.10	Speech, article, presentation <sup>6</sup>		As needed
	2.11	Report of working/high-level/expert group, board or other reporting obligation	10	As needed
	2.12	Administrative notice/staff form		EN, FR, DE / ALL
	2.13	EPSO competition test		As needed
	2.14	Outgoing correspondence/information/ replies to Member States, citizens, organisations, etc.		Addressee's language
3.	<b>Documents addressed to the Commission</b>			
	3.1	Member State report		1 language
	3.2	Opinion of a national Parliament		1 language
	3.3	Notification of national legislation by Member States or third parties		1 language
	3.4	Correspondence or communication from Member States/citizens/organisations, including complaints, petitions		1 language

<sup>6</sup> Category 2.9 and 2.10 documents are translated only under SLA, usually under Annex 8B. Speeches, articles and presentations for the President or the members of the Commission are exempted from this general rule and are part of the normal DGT workflow. Agendas and minutes of Commission weekly meetings are adopted documents and thus fall under category 1.12.