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Workshop updates and lessons learnt:

Practical hints and tips

Maria Giagkou (ILSP),
Lilli Smal (DFKI)

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Why a second ELRC workshop?

- Catch-up and update
  - What is new in CEF
  - What is new in eTranslation
- eTranslation as a multilingualism enabler of digital services

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The main focus

- eTranslation: Making European digital public services multilingual
- The role of language data: share your data to make your digital services better

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Planning

Oct.2017	Dec.2017	Jan.2018	Feb-Mar2018	Apr.2018	May2018
13, Ireland	18, Poland	23, Spain		24, Slovenia	23, Sweden
18, Greece					29, Belgium
					30, Slovakia
					?Denmark

Jun.2018	Jul.2018	Aug.2018	Sept.2018	Oct.2018	Nov.2018	Dec.2018
7, Bulgaria			11, Norway	18, Germany	1, Romania	4, Cyprus
Italy?			26, Austria	24, Finland	5-9 or 12-16, Hungary	Croatia?
Netherlands?			28, Iceland	Estonia?	22 or 27-28, Czech Rep.	Luxembourg?

☑Completed ⊡Confirmed ⍰Tentative planning

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Material available to you

- Shared working space (Sharepoint): anyone not having access yet?
- Contents document in Workshops folder to help you locate the material
- Guidelines for organizing an ELRC workshop
- Master material
  - Master presentations
    - Plus prerecorded videos for:
      - Welcome by the EC (Martikonis and Bury)
      - Introduction to CEF Digital (Wesolowska, DG CNECT)
      - eTranslation (Foti, DGT)
  - Informative, promotional and secretariat material

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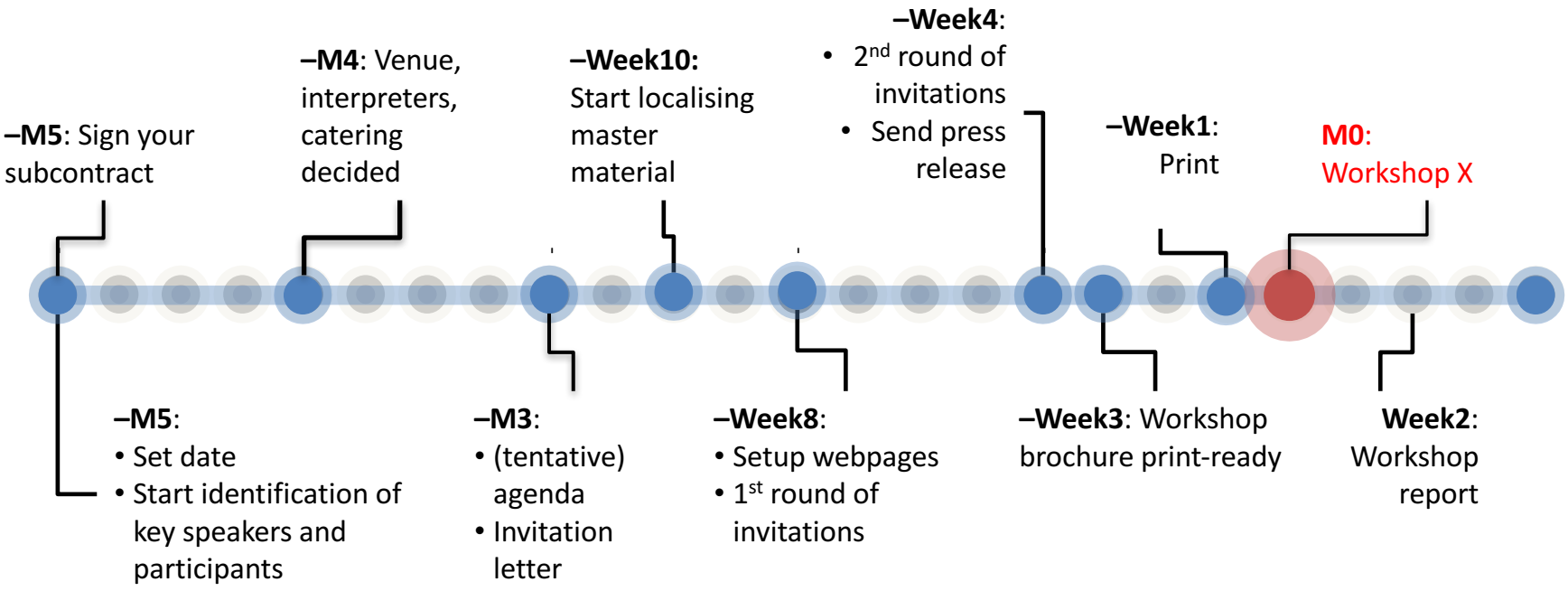
Suggested Timeline



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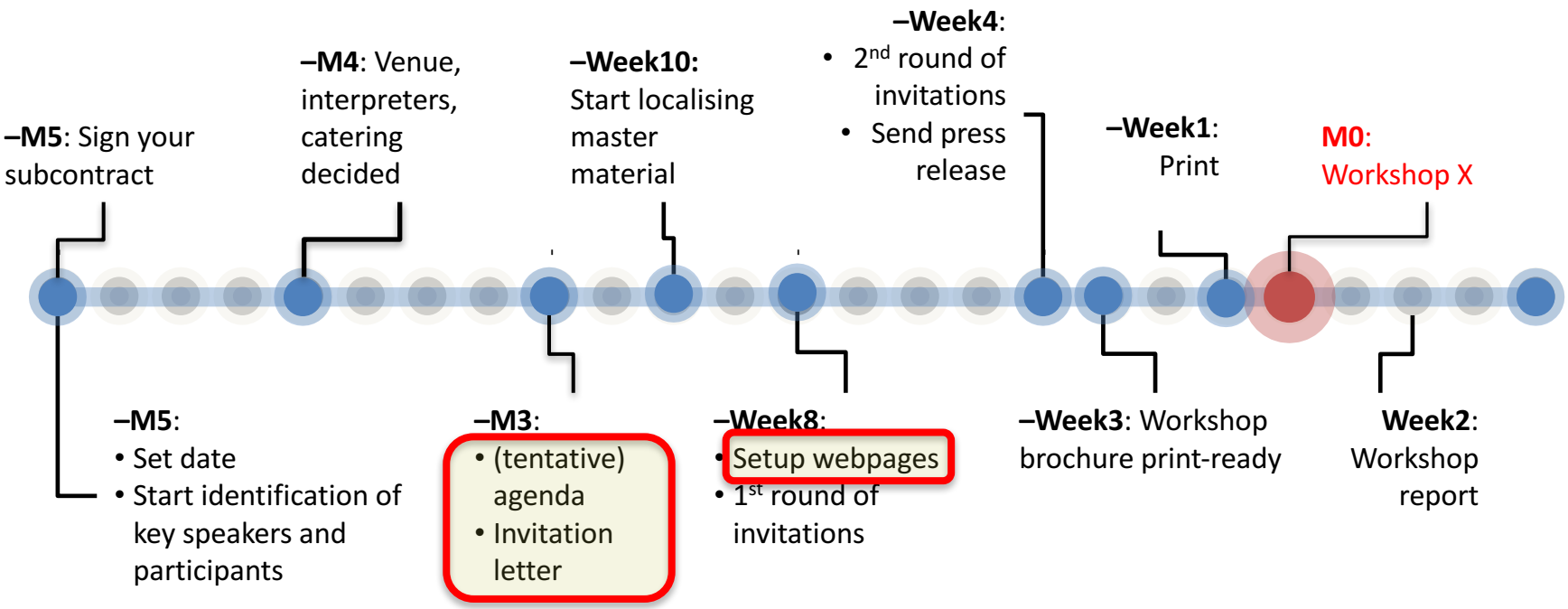
Suggested Timeline



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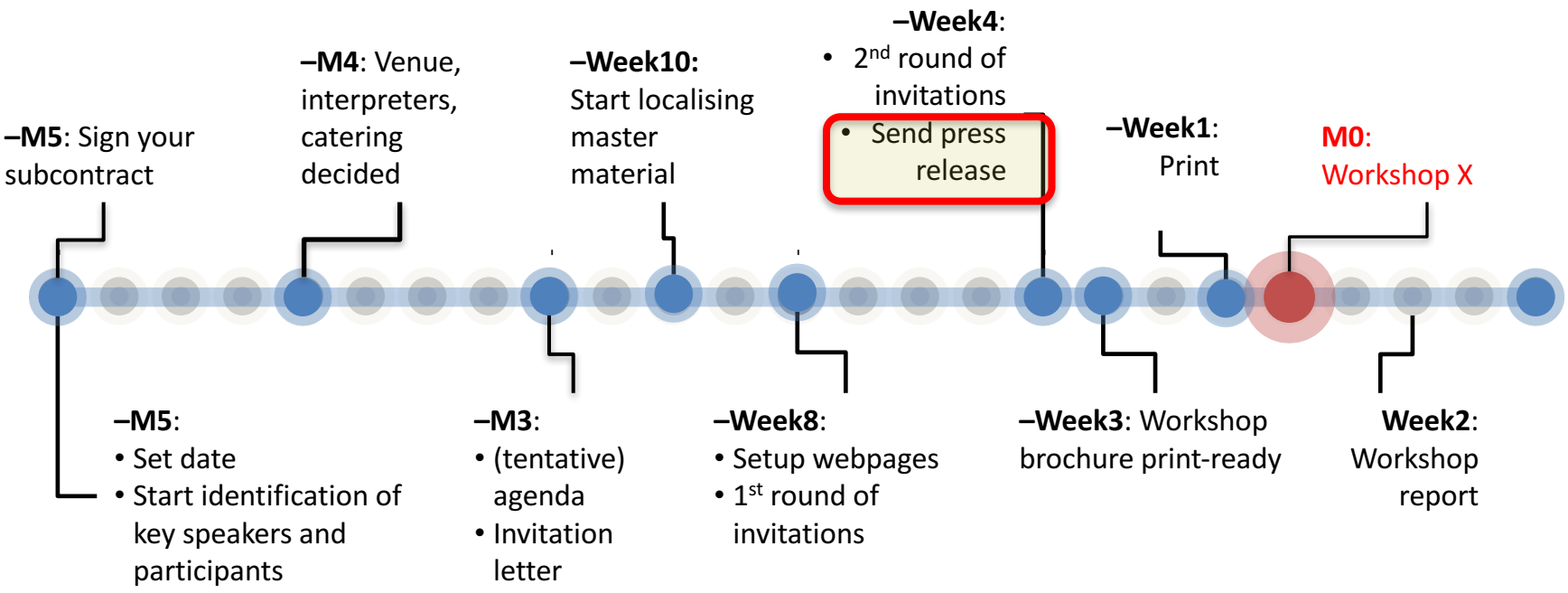

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Some notes on sessions

The panel session (1/2)

- Purpose: To present public digital services that (could) use the CEF DSIs, especially the eTranslation DSI, and to investigate their needs for multilingual communication
- Types of public digital services: cross-boarder character, e.g.
  - The national access points or re-users of EESSI (social security), eHealth, BRIS (business registers), eJustice, eProcurement, Europeana, Safer Internet for kids, Cybersecurity, Public Open Data
  - Other services that need to serve multilingual content, i.e. potential re-users of eTranslation

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Some notes on sessions
The panel session (2/2)

–The national open data portal: Why?

- National open data portals are linked to the European Data Portal (https://www.europeandataportal.eu/), which already reuses eTranslation
- Advocate that **public sector information** is not only statistics, budgets and climate data. It is also the **language data** produced by public bodies

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Questions and answers

- Be prepared to answer questions
- See master presentation S2.5 including FAQs and their answers (these are for your own use, they are not intended to be presented)
- Most frequent questions:
  - Access to eTranslation
  - IPR of outsourced translations
  - Types of language data relevant to ELRC
  - Data protection and personal data
  - Cases for data processing and onsite assistance

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Reporting

- Deadline: 2 weeks after the workshop
- Please try to meet this deadline. A week's extension is possible, but should be justified
- Use the internal report template available on Sharepoint
- Mind the requested sections, e.g.
  - The panel session should be elaborated, especially if the panelists have not used any slides
  - Some information on the national open data portal is requested
  - A concise synthesis of the discussions and the main points raised by participants should be provided

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Role of the DGT Field Officers

- YES:
  - Co-deciding on the most suitable date
  - Mediating for reserving the EC premises, where such exist and are available
- NO:
  - Organisation, inviting, contacting speakers or participants
  - Mediating with potential data owners
- MAYBE, depending on the FO's availability and degree of engagement:
  - Providing you with possible **readily available** contacts for workshop participants and speakers
  - Helping in advertising the event through their already available channels
  - Giving a welcome speech or the eTranslation presentation

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Support by ELRC

Activities	Countries	ELRC Partner	Contact persons
• **Agenda** • **Content/presentations** • **Mediation with the EC** • **Webpages** • **Any concern…**	Belgium, France, Germany, Ireland, Italy, Luxembourg, Malta, Portugal, Spain, The Netherlands, United Kingdom	ELDA	Khalid Choukri (choukri@elda.org) Hélène Mazo (mazo@elda.org)
	Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, Sweden	Tilde	Andrejs Vasiljevs (andrejs@tilde.lv) Aivars Berzins (aivars.berzins@tilde.lv)
	Austria, Bulgaria, Croatia, Cyprus, Czech Republic, Greece, Hungary, Poland, Romania, Slovakia, Slovenia	ILSP	Stelios Piperidis (spip@ilsp.gr) Maria Giagkou (mgiagkou@ilsp.gr)
• **Financial issues (subcontracts)** • **Promotional material**	All	DFKI	Andrea Loesch (andrea.loesch@dfki.de) Lilli Smal (lilli.smal@dfki.de) info@lr-coordination.eu

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DELIVERY OF LANGUAGE RESOURCES

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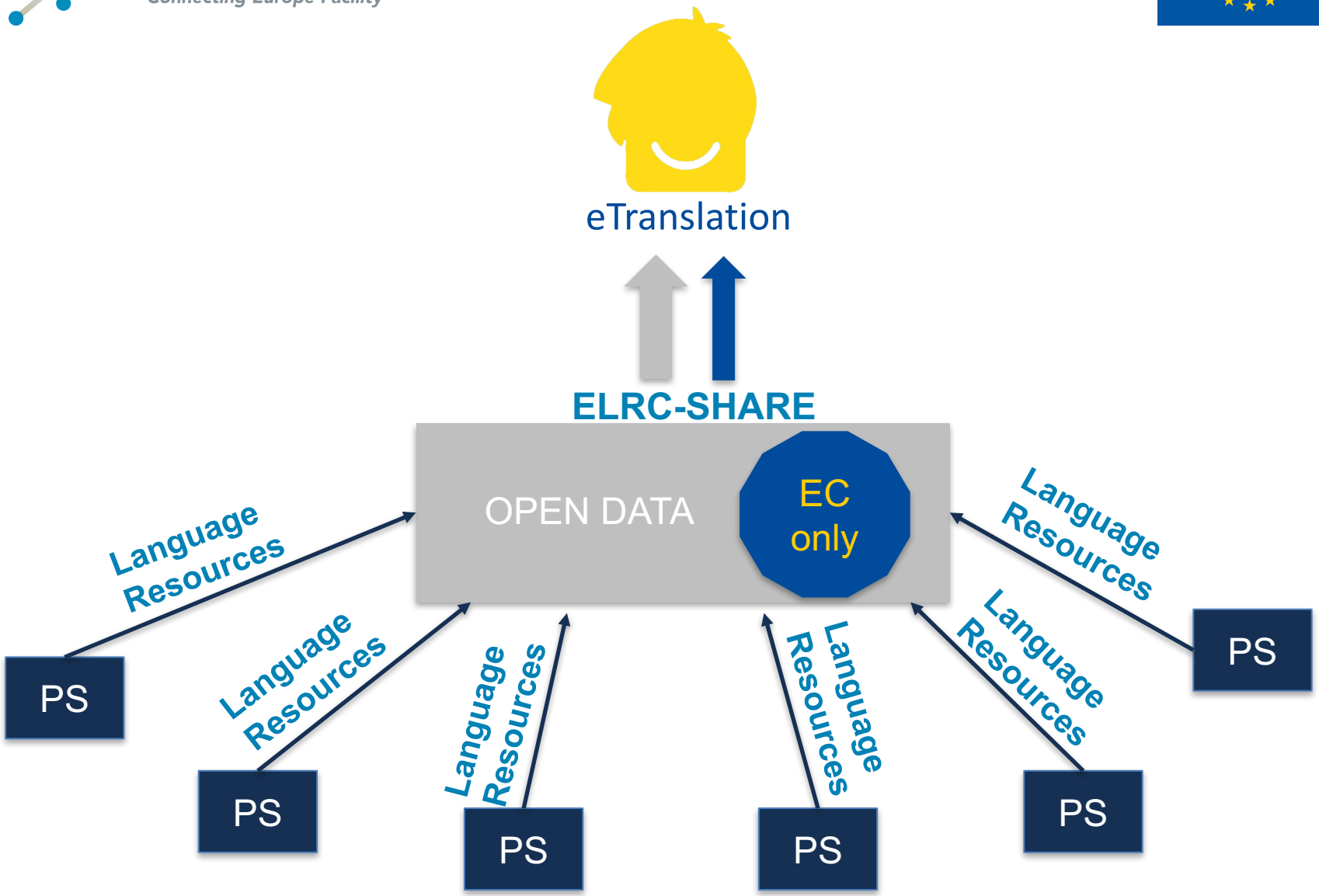
Sustainable data supply chain



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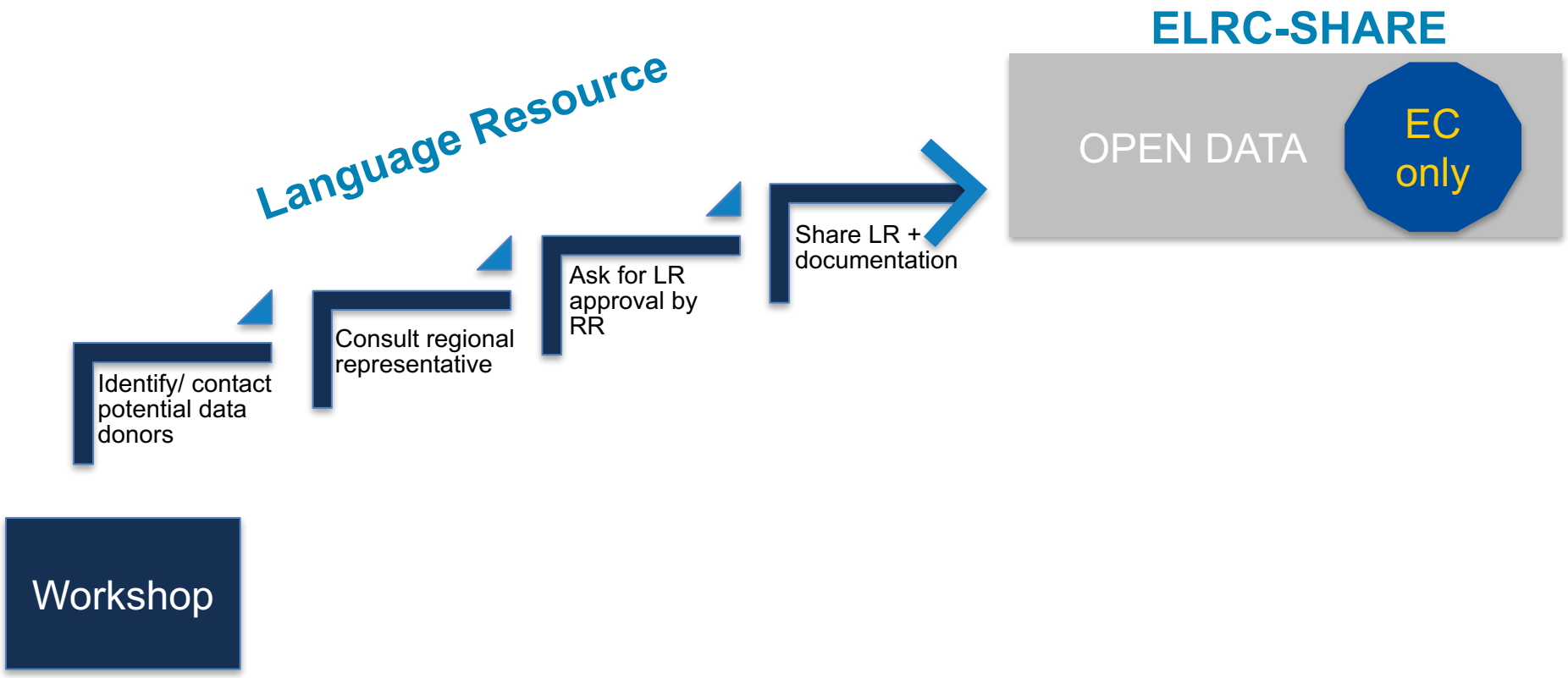

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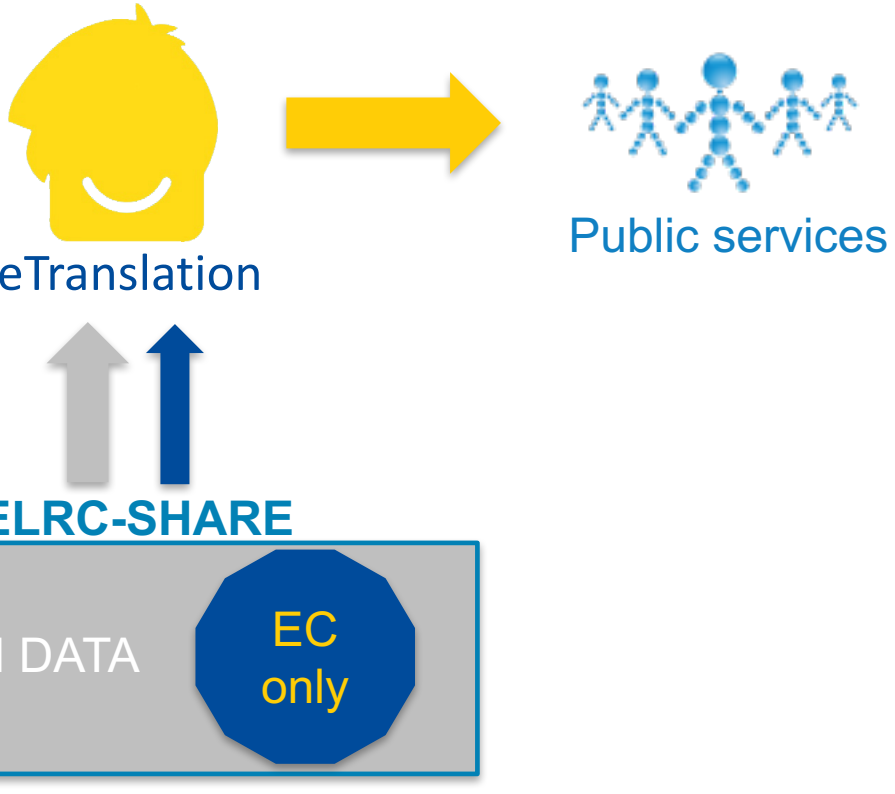

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INVOICE AND PAYMENT

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Example 1

INVOICE

Name:	DFKI GmbH, Multilingual Technologies	**Invoice Date:**	[DD.MM.YYYY]
Address:	Stuhlsatzenhausweg 3, Campus D3.2, D-66123 Saarbrücken, Germany	**Account No:**	[Number]
		VAT-ID	[Subcontractor]
Attention:	Lucia Ingala-Hornung/ Lilli Smal	**Contact:**	[Name]
VAT-ID	DE 148 646 973	**Period of performance:**	[DD.MM.YYYY] – [DD.MM.YYYY]
Reference:	SMART 2015/1091, Ref. 30-CE-0816330/00-16.		
Invoice No:	[Number]		

Task description	Responsibility	Efforts in PD	Amount in EUR
T1: Setting the workshop agenda	Subcontractor		
T2: Advertising the event through appropriate channels (Web, social media, emails etc.	Subcontractor		
…			
T7: Providing catering (one lunch, two coffee breaks)	Venue provider/outsourced		

- You can include the breakdown of costs in the actual invoice
- Please add the agenda and all invoices from external service providers

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Example 2

INVOICE

Name:	DFKI GmbH, Multilingual Technologies	**Invoice Date:**	[DD.MM.YYYY]
Address:	Stuhlsatzenhausweg 3, Campus D3.2, D-66123 Saarbrücken, Germany	**Account No:**	[Number]
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Invoice No:	[Number]		

Description	QTY	Amount in EUR
Organisation of ELRC Workshop Table with breakdown of costs provided separately.	1	Max. 15,000

The recipient of the service is liable for VAT according to reverse charge mechanism.

- Or you can add the breakdown of costs and refer to the attached table in the invoice
- Please add all invoices from external service providers and the agenda as well

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Thank you for your attention!

Email: info@lr-coordination.eu
Website: www.lr-coordination.eu