



Cedefop's multilingual practice

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Chapter 1. Multilingual practice

1.1. Introduction

The European Centre for the Development of Vocational Training (Cedefop) recognises the significant role that language plays in fulfilling its mission to contribute to the development and improvement of vocational education and training (VET), skills, and qualifications across Europe.

Cedefop's multilingual practice is in line with Regulation (EC) No 1/1958, which establishes the languages used in the EU's official and working contexts ⁽¹⁾, and the recommendations of the European Ombudsman for EU administration ⁽²⁾.

Cedefop aims to strike a balance between respecting European linguistic diversity and practical considerations such as target audience, time constraints as well as human and financial resource implications.

This document outlines the principles and best practices that guide Cedefop's use of language in its communication.

1.2. Translations

In line with Article 2 and (18) requirements of its founding regulation ⁽³⁾, Cedefop's documents are translated by the Translation Centre for the Bodies of the European Union (CdT): 'The translation services required for Cedefop's functioning shall be provided by the Translation Centre'.

Cedefop's translation approach has the following objectives:

- (a) make Cedefop information accessible to, and usable by, larger segments of target audiences;
- (b) support multilingual content and information, as recommended for all EU institutions;
- (c) optimise the use of translation resources available, taking into account user needs and actual use.

Cedefop outputs are drafted in English. Translations are decided based on the impact and relevance of the information for the target audience, and on budget availability.

⁽¹⁾ EEC Council (1958). [Regulation No 1 determining the languages to be used by the European Economic Community](#)

⁽²⁾ European Ombudsman (2020). [The use of official EU languages when communicating with the public – Practical recommendations for the EU administration.](#)

⁽³⁾ [Regulation \(EU\) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training \(Cedefop\) and repealing Council Regulation \(EEC\) No 337/75.](#)

Several criteria are considered when deciding the content for translation and the target languages:

- (a) legal requirements;
- (b) budget availability;
- (c) whether it provides basic information about Cedefop;
- (d) potential outreach impact on target audiences.

1.3. Roles and responsibilities

The Department for Communication (DCM), is responsible for the publication and translation of publications by:

- (a) coordinating Cedefop content production and translating content;
- (b) producing and publishing content on Cedefop's website and social media platforms.

1.4. Monitoring of multilingual practice

The responsibility for implementing and monitoring the multilingual practice lies with the translation coordinator (DCM). The practice will be reviewed and updated as needed to reflect changing circumstances.

Chapter 2. External communication

English is the language predominantly used by Cedefop's stakeholders and the vast majority of Cedefop's external communication is conducted in English.

Where appropriate, Cedefop's external communication is conducted in other EU languages (in addition to English). This is decided on a case-by-case basis according to the criticality of the message and the location of the core audience.

2.1. Website

Cedefop's website primary language is English.

Website sections that are of particular interest to the public, such as pages describing Cedefop's role ('About Cedefop', 'Who we are', 'What we do', 'How we do it' and 'Why it matters') are translated to all official EU languages.

Other pages may be translated to other official languages if this is essential to achieve a communication purpose, and if the pages (and the translations) in question do not need updating more than once a year.

Since 2023, Cedefop has been using an automated translation tool (European Commission's eTranslation widget), which allows users to navigate Cedefop's website in any EU language.

2.2. Social media

Cedefop uses several official social media accounts to provide easily accessible information to a wider public and engage with its community of users.

Cedefop's social media communication is primarily in English. Other languages may be used occasionally for targeted engagement with specific groups.

Social media apps offer automated translations to other languages, ensuring wider public outreach.

2.3. Publications

All Cedefop publications are available primarily in English. Some publications, such as VET short descriptions and spotlights, are made available in other languages as well, as they concern specific countries.

2.4. Press releases

Cedefop press releases are published in English. When needed, Cedefop may translate press releases into other languages.

As Cedefop is based in Greece, press releases may be published in English and Greek when they concern local issues.

2.5. Conferences and events

The language used in public events and conferences is English. Simultaneous interpretation into other languages may be provided exceptionally, based on the target audience and location, for example for events in Greece.