

## **PSTK General Standards of Interpreting**

### **General rules**

The interpreter shall accept an interpreting assignment if they have the qualifications and knowledge enabling them to provide professional interpretation services or are able to gain the necessary knowledge before the assignment starts.

The interpreter shall observe strict professional confidentiality.

The interpreter shall not accept assignments that may compromise their professional dignity and shall not discredit the interpretation profession with their appearance, dress or conduct.

Regulations on intellectual property protection shall apply to the interpretation provided. Interpretation recording and the use of this recording after the interpretation has finished shall require the interpreter's consent in every instance and may be subject to an additional fee. The interpreter shall be notified in advance if their interpretation is to be distributed, particularly via broadcasting or rebroadcasting on radio, television or by Internet streaming.

### **Interpreter working time**

The working time of an interpreter shall be counted from the time for which they have been requested to the interpretation end time specified in the purchase order. If a meeting runs late, the end of the interpreter's working time shall be the moment when the interpretation actually finishes.

The interpreter's working time shall also include the total time of their availability to the client (even if no interpretation is provided during that time) and all breaks for conference participants during which the interpreter is entitled to rest. During breaks the interpreter is not required to provide any additional interpretation to the client.

During whole day assignments, the interpreter shall be entitled to at least one 60-minute meal break which shall also be included in their working time.

The interpreter shall arrive at the location specified in the purchase order at least 15 minutes prior to the assignment start time. This early arrival shall be excluded from the total working time of the interpreter.

In addition, the terms laid down in section VII shall apply to assignments performed outside the interpreter's locality of residence ("away-from-home assignments").

### **Interpreter's fee**

The interpreter shall set a fair fee for their interpretation accounting for their expenses and time devoted to, among others, researching the subject matter, reviewing conference materials, preparing terminology etc.

One working day ("daily rate"), i.e. the period of interpretation whose total duration including breaks does not exceed 8 hours shall form the basic unit for the interpretation fee calculation.

In exceptional cases of assignments whose total duration including breaks does not exceed 4 hours, an interpreter may accept a fee no lower than 50% of the daily rate. However, if this assignment runs late and exceeds 4 hours, the fee shall be equal to the daily rate.

If the duration exceeds 8 hours, the interpreter shall be entitled to an additional fee equal to at least half the daily rate.

The interpreter shall be entitled to remuneration for attending briefings, rehearsals etc.

The interpreter shall be entitled to 150% of the fee rate for working at night.

If the client cancels the assignment in whole or in part, the interpreter shall be entitled to the following for every cancelled day of the assignment:

- 1.i. Full fee—if the assignment has been cancelled up to 7 days before its start date.
- 1.ii. 50% of the fee—if the assignment has been cancelled 8 to 14 days before its start date.
2. Away-from-home assignments shall also be subject to rules laid down in Section VII.

### **Working conditions—general provisions**

The client shall provide the interpreter with a complete set of materials (e.g. the conference agenda, list of participants, presentations, papers etc.) sufficiently early to enable adequate preparation for the assignment.

The interpreter shall have the right to refuse interpretation if its mode has been changed (e.g. from consecutive to simultaneous) without their prior consent. In the above case the interpreter shall retain the right to their full fee.

The interpreter is assigned a specific type of interpretation, hence they shall not perform any other work for the organisers—in particular any translation, technical and audio services etc.

Texts of scripted speeches shall be provided to interpreters sufficient time in advance. Otherwise the interpreter may provide simplified, abbreviated interpretation, or refuse interpretation while retaining the right to their full fee.

The organiser shall ensure appropriate conditions for interpretation, in particular the proper audibility and amplification of speakers. Impaired interpretation quality resulting from inadequate conditions shall not form the grounds to refuse to pay the interpreter's fee in whole or in part.

The organiser shall provide the interpreter access to breaks, beverages, meals and transportation between venues of the same event and to other conveniences available to the organisers and participants.

### **Working conditions—simultaneous interpretation**



Simultaneous interpretation booths and equipment shall comply with the following standards: ISO 2603:1998 (permanent booths) and ISO 4043:1998 (mobile booths). The booth arrangement shall offer the interpreter an optimum view of the room, the speakers and all materials displayed. Interpreters may refuse interpretation while retaining the right to their full fee if the appropriate conditions for interpretation have not been ensured (e.g. suitable sound quality).

Every booth must, without exception, be staffed by at least two interpreters.

The meeting organiser or participants shall not interfere with the interpreter team's work during interpretation.

Whispered interpretation (*chuchotage*) represents a special, more challenging form of simultaneous interpretation and requires the work of two interpreters. It shall be acceptable only in exceptional circumstances and for a small group of listeners (usually no more than three) or shall be provided using the appropriate mobile equipment (e.g. tour guide systems).

The interpretation of video footage shall require:

- 2.i. Obtaining the interpreters' prior consent.
- 2.ii. Making the video soundtrack available for monitoring directly through the interpreters' headphones with the appropriate sound quality maintained.
- 2.iii. Providing interpreters (at least several days before the assignment starts) with the video footage to be interpreted and/or its transcription (dialogue script).

Interpreters may refuse to interpret video footage (while keeping the right to their full fee) if the above conditions are not met.

No audio and/or video recorders whatsoever may be placed directly in the booth.

### **Working conditions—consecutive interpretation**

To ensure satisfactory interpretation quality, it is recommended that any consecutive interpretation (particularly one exceeding 2 hours) be provided by a team of at least two interpreters. A client assigning consecutive interpretation to a single interpreter shall accept the reservation that the interpreter may be unable to ensure appropriate interpretation quality but shall keep the right to their full fee.

The organiser shall ensure that interpreters can clearly hear all speakers whose contributions are to be interpreted. Otherwise interpreters may refuse interpretation while keeping the right to their full fee.

### **Away-from-home assignments**

An away-from-home assignment shall be understood as one performed entirely or partially at a distance exceeding 50 km from the interpreter's place of residence.

For away-from-home assignments, the fee shall amount to at least one full daily rate (no division into smaller accounting units is applicable), even if the actual duration of the interpretation is shorter. The rule of subsection III.4 shall apply to any interpretation longer than 8 hours.

Pre-planned full-day breaks in an away-from-home assignment shall be paid at no less than 50% of the daily rate.

The client shall reimburse the cost of the interpreter's travel from their place of residence to the assignment location and back. The recommended method of accounting for car travel shall be to use the per kilometre rate laid down in the applicable Regulation of the Minister of Infrastructure. In case of train travel, the interpreter shall be entitled to a first-class express-train fare.

If the interpreter's travel time from their place of residence to the assignment venue exceeds 3 hours or their journey starts on the day preceding the start of the interpretation, the interpreter shall be entitled to a travel time fee (*approche*) equal to 50% of their working fee for this time. This travel time fee shall apply in particular if the journey to the assignment venue starts before 6:00 p.m. on the day preceding the assignment.

If the return journey from the interpretation venue to the interpreter's place of residence is made on the day following the conclusion of the interpretation, the interpreter shall be entitled to a return time fee (*déproche*) equal to 50% of their working fee for this time.

The client shall cover the interpreter's accommodation cost at the same hotel at which the meeting participants are staying or at a hotel of at least the same standard located close to the interpreting venue. The interpreter shall be entitled to a single room with an en suite bathroom and full board at the client's expense, if necessary outside the accommodation.