



Legal drafting and terminology of the European Union

AE14HRVGWF

Topic: Drafting of a legal act and use of terminology in the European Union

Date: Tuesday 13th May 2014
9.30-12.30 am; 1.30-4.30 pm

Audience

- Civil servants and diplomats participating in EU working groups

Main Objectives:

- To know the main principles of the drafting of a legal act of the European Union and the use of legal terminology of the European Union
- To know the main acts of the European Union and to understand the terminology applied

Methods: Interactive conferences in English without interpretation

Training Venue: National School for Public Administration
Medulićeva 36
10 000 ZAGREB

Contacts:

Ecole nationale d'administration, Directorate for European Affairs

Project Manager: Benjamin DEMIERE

Mail : benjamin.demiere@ena.fr

Phone: +33/3 88 21 45 31

Project Assistant: Martine SCHOETTEL

Mail : martine.schoettel@ena.fr

Tél. : +33/3 88 21 45 26

Fax : +33/ 3 88 21 45 41

National School for Public Administration

Program Coordinator: Valentina Miličić

Phone +385 (0)1/48 02 214;

Email valentina.milicic@dsju.hr

French Embassy in Croatia

European cooperation Attaché: Frédéric Frapaise

Phone: +385 (0)1/48 93 647

Email frederic.frapaise@diplomatie.gouv.fr

TRAINING PROGRAMME FOR CROATIAN ADMINISTRATION

PART I

Types of EU legal acts:

Exercise: examination of the structure of a regulation, a directive, a decision with/without addressees; participants are asked to examine quickly, without reading the content, an example of each act and to establish:

- which are the common parts (title, citations, recitals, enacting terms)
- which are the principal differences between a regulation and a directive (addressees, transposition formula)

Brief examination of the terminology and the legal/drafting rules of each part

In particular:

- concerning "legislative/non legislative acts":

Exercise: participants are asked to decide, with the help of a list of several titles and corresponding legal bases, on the type of act

- concerning "clear drafting":

Exercise: participants are asked to identify the ambiguity in the different versions of one article

The most important standard formulas: delegation of powers, transposition, entry into force

Exercise: participants are asked to propose modifications to a Commission proposal

PART II

Multilingualism and legislative procedures

The multilingual system in codecision: (if and when translations are available)

Brief explanation of the procedure and of the terminology of each stage:

- first reading agreement
- early second reading agreement
- orientation debate
- general approach
- political agreement
- reservation

The legal linguistic revision: competences and deadlines for delegates/national experts

Exercise: participants are asked to spot errors in the Croatian version of a short text

Supporting documents for the training

Interinstitutional agreement of 22 December 1998 on common guidelines for the quality of drafting of Community legislation

Extract of the general rules of drafting and standard forms

Powerpoint presentation

Texts for exercises

Lecturer: **Manuela GUGGEIS**, *Head of Unit Quality, Directorate Quality of Legislation, General Secretariat of the Council of the European Union, Brussels*

ABOUT THE LECTURER

Manuela Guggeis is Head of Unit "Quality" in the Directorate "Quality of Legislation" of the General Secretariat of the Council of the European Union. In addition to other tasks, she is in charge of all aspects of the quality of drafting of EU legislation.

Manuela Guggeis studied law at the University of Padua (Italy) where she graduated with a thesis in comparative administrative law. After several years as a legal adviser in various public administrations in Italy, she worked as a lawyer until 1990. During this time, she also taught law and economics at secondary education level. She then joined the Court of Justice of the European Union as a lawyer-linguist and later transferred to the European Commission to work as a translator. In 1993, she joined the Legal Service of the Council of the European Union as a lawyer-linguist. Since 2006, she is Head of the Unit "Quality".

Manuela Guggeis has lectured at the École nationale d'administration (ENA) in Strasbourg (France) since 2006 and has published numerous articles about her work in the area of multilingual legislation.