

Foreign Language Services at the Italian Ministry of the Interior with a Focus on L2 Translation

CARLA SERPENTINI

CINZIA IABONI*

Ministero dell'Interno, Italy

carla.serpentini@interno.it

cinzia.iaboni@interno.it

ABSTRACT

Translating in a national institutional setting such as the Italian Ministry of the Interior poses unique challenges to in-house professional translators as they endeavour to convey the “voice” of the public administration to a large and diverse international audience of practitioners and private citizens who interact with the Ministry for various reasons on a daily basis. Starting from an overview of foreign language services provided by the Ministry’s staff linguists, this paper focuses on translation services and explores in detail text types, clients and readership and the special challenges represented by L2 translation along with the strategies and practices adopted by staff translators to cater for the specific translation needs of both central and peripheral offices of the Interior Ministry. To illustrate all this, the two authors have drawn extensively on their own daily experience as staff linguists within two different structures of the Ministry, namely the Criminal Police Directorate in Rome and the Police Headquarters of Gorizia, offering a number of practical examples of translation of Italian texts into English, their L2 and the preferred choice for almost the totality of the Ministry’s communication needs.

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KEYWORDS

Institutional translation, language services, staff linguists, L2 translation, legal translation.

1. INTRODUCTION

The purpose of this paper is to describe the foreign language services provided in-house in a national institutional setting such as the Italian *Ministero dell'Interno* (Ministry of the Interior, MoI), focusing on translation and the strategies and practices adopted by MoI *Funzionari Linguistici* when translating MoI Italian texts into foreign languages. The authors are both MoI *Funzionari Linguistici*, which roughly translates as “staff linguists”. They work as translators and interpreters within two different structures of the Ministry, namely the *Direzione Centrale della Polizia Criminale* (Criminal Police Directorate, DCPC) in Rome and the *Questura* (Police Headquarters) in Gorizia.

While most of the information presented here applies to the work of MoI linguists in general, the authors have drawn extensively on their personal experience, providing practical examples of a variety of Italian texts to be translated into English, their L2¹ and the preferred language of international communication at the MoI.

2. OVERVIEW OF FOREIGN LANGUAGE SERVICES AT THE ITALIAN MINISTRY OF THE INTERIOR

Since 1986, the MoI has employed professional linguists on a permanent basis who work in both central and peripheral offices. The recruitment of staff translators and interpreters through open competition was prompted by growing international cooperation in the areas of responsibility of the MoI and by increasing levels of migration into Italy, with the resulting need for linguistic mediation.²

There is no centralised Language Services Department at the MoI, but several units of varying sizes within its central departments, with the *Dipartimento di Pubblica Sicurezza* (Department of Public Security, DPS) employing the majority of linguists in its central directorates in Rome, as well as in the *Questure* (police headquarters) in the main provincial capitals of Italy and other *Polizia di Stato* specialist field units. It is worth noting that the presence of *Funzionari Linguistici*

1 From the wide array of terms that have been used to describe directionality in translation, the authors have opted for “L1” to denote the translator’s native language and “L2” to label the foreign language of which he/she has a very good command and into which he/she habitually translates with reasonable confidence and competence (i.e., his/her first working language).

2 For more details on MoI staff linguists and their tasks, see Iaboni (2013).

distributed all over the Italian territory is typical of the MoI; other Ministries employing translators and interpreters tend to concentrate their linguistic staff in their Rome-based offices.

The foreign languages covered by MoI *Funzionari Linguistici*, with varying numbers of staff depending on the popularity of the language and the frequency of translation requests, are: English, French, Spanish and German, followed by Arabic, Russian, Slovenian, Chinese, Albanian and Turkish. The languages covered in-house also include Portuguese and Croatian, although these were not listed in the competitive examinations for staff linguists that have been held so far.

The foreign language services provided by staff linguists at the MoI can be grouped into four main categories:

1. *Two-way translation*: both full and gist translation, along with editing and revision of texts that are occasionally drafted in a foreign language (mainly English) by MoI officers and officials;
2. *Two-way interpreting*: conference interpreting is offered mainly at central level during conventions, seminars and visits of foreign delegations, and liaison or police interpreting is mostly used at peripheral level during the questioning of foreign suspects or interviews of victims of crime or asylum seekers at police stations or, at times, in courtrooms at the request of public prosecutors.
3. *Language training and assessment of foreign language skills*: on a more occasional basis, language training is provided by MoI *Funzionari Linguistici* both during formal courses held at Polizia di Stato training structures and in the form of customised, on-the-job courses offered at a number of MoI offices. Additionally, MoI linguists assess the foreign language skills of officers who apply for assignments abroad as liaison officers/law enforcement attachés or seconded experts, and sit on examination committees in open competitions for posts within the Ministry.
4. *Terminology work*: this is basically translation-oriented and carried out on an ad hoc basis, without the help of dedicated software, in connection with the translation of long and complex texts involving a team of translators, i.e. where there is a need to ensure consistency and uniformity in the target texts. Terminology research can benefit from relatively easy access to experts for consultation and the validation of translation equivalents in the domains involved.³

3 A rare example of more systematic terminological research is the dictionary compiled by Lentini (2014) in close collaboration with a team of MoI officials and staff linguists.

2.1. TRANSLATION SERVICES

The translation work carried out by MoI staff linguists can be defined as *institutional translation*,⁴ in the sense that they translate in an institutional setting and, in many respects, convey the *voice* of the institution they serve in. Translation is anonymous in that, as a rule, translations are not signed, although each Language Services Unit keeps records of the author/s of its translations. However, unlike other instances of institutional translation, MoI translation is not standardised as there are no official guidelines, no official terminologies, such as those available, for example, to EU, Swiss and German institutional translators; nor is there a *house style* that MoI translators are required to use. MoI staff linguists are pretty free to make their own choices in terms of translation solutions with very little control by their “clients”.

Translation at the MoI can also be said to fall within the realm of *legal translation*, in the sense that most of the texts that are translated belong to the genre of legal language. However, MoI translators never provide *legally binding* translations, even though in many cases the translation of a given text is *legally mandatory*, i.e. specifically required by the law.⁵

Occasionally, MoI translators also receive requests for *technical translations*, but these are rare and normally regard ICT projects or other documents relating to scientific and technological domains, including forensic medicine, computer forensics and ballistics.

2.2.1. TEXT TYPOLOGY

The types of text translated at the MoI can be grouped into the following categories:

1. *Policy texts*: translation into Italian of EU,⁶ Council of Europe or UN working documents in the areas of responsibility of the MoI, such as recommendations, guidelines, action plans, questionnaires, and translation into an L2 (i.e., the official or working language of those organisations) of the MoI’s comments on, or contributions to, such documents.

4 For a discussion of *institutional translation*, see Schäffner, Tcaciuc & Tesseur (2014).

5 See sections 2.1.1. and 4.

6 Not all EU documents are translated into Italian, and especially those drafted for discussion at expert group level. To ensure efficient and effective translation of these documents, MoI translators have established valuable contact with the translators of the European Commission and the EU Council to check whether a specific document has been or is going to be translated and to exchange views on possible translating equivalents for the special terminology used. To this end, initiatives such as the DG Translation’s Network for the Excellence of Institutional Italian (REI) have proved an effective tool and MoI translators, including the authors of this paper, have been actively involved in the network’s projects since its inception.

2. *Legal texts*: legislative acts, agreements and memoranda of understanding, articles from the criminal code and code of criminal procedure as well as, albeit much less frequently, judicial texts such as mutual legal assistance requests and arrest warrants submitted via the Interpol or Schengen channels. Moreover, translations of communications intended for foreigners are also part of everyday routine (for example, expulsion orders or other administrative measures concerning foreigners legally or illegally present in Italy or fines for road traffic offences committed in Italy).
3. *Operational texts*: messages and police reports exchanged in the context of international police cooperation via the Interpol, Europol and Schengen channels or between investigative bodies taking part in parallel/joint investigations at bi/multilateral level, as well as documents relevant to applications for international protection.
4. *Technical texts*: documents relating to EU/international ICT projects whose translation is requested by the officials/officers involved, post-mortem reports, forensic expert opinions or other technical documents needed by Polizia di Stato specialist units.
5. *Informative texts*: brochures, press releases and information to be published on the official website of the Ministry and/or of the Polizia di Stato, or to be displayed at police stations or disseminated to migrants.
6. *Preparatory documents and proceedings related to conferences*: agendas and programmes, abstracts, CVs, speeches and presentations, minutes, reports, including invitations and menus for working meals.
7. *Correspondence*: from season's greetings to memos and emails on a wide variety of topics.

2.1.2. CLIENTS AND READERSHIP

When MoI linguists translate into Italian, their clients and readers partially coincide, in that MoI officials and law enforcement officers very often request the translation into their native language of the foreign/international documents they need to perform their official duties. In some cases, however, their readership is the general public, as with the translation of an international document (e.g., the final declaration of a ministerial conference) to be published on the Ministry's website.

For L2 translations, the readership includes foreign or international institutions with which the MoI regularly engages on a variety of topics, as well as a much wider international audience, as is the case with information published on the web or communications addressed to foreign nationals, migrants and asylum-seekers.

In most cases, the clients are also the authors of the Italian texts to be translated into the foreign languages covered by MoI linguists, which is obviously a

great advantage in that translators have relatively easy access to the authors for help with interpreting legal concepts and inquiries about technical language.

2.1.3. L2 TRANSLATION AND THE ROLE OF ENGLISH

As already mentioned above, staff linguists at the MoI are expected to translate bi-directionally in their language combinations, regardless of their native language. Not surprisingly, a very large proportion of requests for L2 translation concerns English. This had already emerged from an informal survey carried out a couple of years ago by another MoI staff linguist, Flavia Vecchione, on the activity of in-house translators in some of the main Italian ministries and governmental institutions (Vecchione, 2014).

With the exception of translators of Slovenian and Albanian, MoI linguists are all native speakers of Italian, with just a few of them being virtually bilingual in the following language combinations: IT/FR, IT/DE, IT/ES, IT/TR. Therefore, most MoI linguists *do* translate into their L2 and those who have English as their first foreign language do it on a regular basis. No translators who are native speakers of English are currently employed by the MoI.

Interestingly, the rising demand for translation into English and the resulting increased work opportunities for MoI translators and interpreters who have English among their working languages have led them, as it were, to upgrade the status of English from L3 to L2, as they gain greater competence and confidence through constant practice.

Finally, as far as the audience for the translations is concerned, the majority of MoI texts translated into English are aimed at an international readership mostly made up of non-native speakers with a wide range of proficiency levels in English.

This particular language set-up, where English is at the same time the target language for non-native translators and the language expected by an international audience, makes for a communication situation characterised by a particularly high level of “hybridity”, which is typical of many EU contexts.⁷ The implications cannot be discussed here at length, but translation work at the MoI seems to provide interesting materials and insights for the exploration of issues such as the role of English as the *lingua franca* (ELF) in international settings and the challenges to the native speaker principle⁸ that, explicitly or implicitly, still governs much professional translation.

7 See Jeremy Gardner’s regularly updated list of misused words and expressions in EU publications (European Court of Auditors, 2013).

8 For a discussion of this issue with regard to legal translation, see Rückert (2013).

3. TRANSLATION SERVICES AT MOI CENTRAL OFFICES: THE CASE OF THE DCPC'S LANGUAGE SERVICES UNIT IN ROME

Given its generalist, comprehensive nature, the work of the DCPC's Language Services Unit (LSU) within the DPS is quite representative of MoI foreign language needs at central level. Moreover, as the LSU handles requests for translation of both policy and operational texts, it represents the natural link between the central and peripheral language units of the Ministry.

With its current team of 15 staff linguists, the LSU provides language support in English, French, Spanish, German, Arabic and Italian, first of all to the *Servizio Cooperazione Internazionale di Polizia* known as SCIP (International Police Cooperation Service), as well as to other DCPC divisions. Additionally, the LSU often handles translation and interpreting requests from the whole of the DPS and other MoI departments to replace or supplement their own teams of linguists, as well as, occasionally, from the *Direzione Nazionale Antimafia e Antiterrorismo* (National Anti-Mafia and Counter-Terrorism Prosecutor's Office).

The language services offered are all those listed in section 2 above. However, as in most MoI central language units, translation accounts for the highest share of requests and is provided by all staff linguists, with only few of them carrying out formal interpreting duties.

LSU translators enjoy a high degree of autonomy in managing translation projects. With very few exceptions, texts to be translated are sent by email to the LSU's shared inbox along with a request form with information such as language direction, delivery deadline, purpose of the translation, as well as a contact person's details and any reference material available. Translated texts are then sent back to requesters via the same channel.

Texts which require specialist knowledge and/or a higher degree of formality, especially in an L2, are normally handled by more experienced translators who also revise, on an ad hoc basis, the work of less experienced translators or of a team of translators working on longer texts with a tight delivery deadline.

Both source and target texts are stored electronically on the DCPC server and made fully accessible to all LSU translators and to a restricted number of SCIP officers on a read-only basis.

3.1. TEXT TYPOLOGY AND CLIENTS/READERSHIP

The LSU deals with a wide variety of text types which, for the purposes of this contribution, have been grouped under the broad categories of *general texts* and *operational texts*. *Operational texts* include the messages and police investigation reports exchanged in the context of international police cooperation via the Interpol, Europol and Schengen channels, for which the SCIP acts as Italy's Single Point of Contact (SPOC), or those exchanged between investigative bodies tak-

ing part in joint analysis projects and investigations at bi-/multilateral level. Requests for translation of this type of texts are generally received for longer, more complex texts in support of law enforcement officers engaged in international police cooperation as part of their daily duties who, as a rule, interact with their foreign counterparts directly in English (through the Schengen and Europol channels) or in one of the official languages of ICPO-Interpol (English, French, Spanish and, less frequently, Arabic).

General texts comprise all the remaining texts to be translated, which fall into most of the sub-categories listed in section 2.1.1 above, including technical texts. Two recent, very challenging examples of this latter type of texts handled by the LSU are the translation into Italian of the European Glossary of Firearms, including the translation into English of the amendments proposed by Italy, and the translation into French of an expert opinion on allegedly fake paintings.

Given the nature of the vast majority of texts it translates, the LSU has a specialised audience of practitioners who are fairly conversant with the subject matter and terminology in their native language but also, increasingly, in their L2, which in most cases is English. And this has a bearing on the translation strategies adopted by LSU translators.

3.2. L2 TRANSLATION AND ELF

In recent years, L2 translation at MoI central units has accounted for almost half of the overall translation workload. Needless to say, English takes the lion's share. By way of example, Table 1 shows rough but indicative figures concerning L2 translation requests received by the LSU between January 2013 and November 2015:

TEXT TYPE	TOTAL REQUESTS	from IT	into EN	into FR	into ES	into DE	into AR
GENERAL	1026	388	323	40	22	5	1
OPERATIONAL	619	454	427	20	8		

Table 1. Requests for L2 translation over the period January 2013-November 2015

Over the last three years, almost 100% of the requests for L2 translation handled by the LSU involve English: out of a total of 842 requests for translation of Italian *general* and *operational* texts, 750 are into English, with much lower figures for French (60) and Spanish (30) and even less for German (5) and Arabic (1).

The reason for such declining numbers in translation into fairly popular languages such as French, Spanish and German may be that the use of these languages is now increasingly confined to the bilateral level, and that English

is adopted as the working language of choice for all multilateral contexts as a cost-cutting and practical measure. For example, despite the principle of multilingualism, most EU agencies, including Europol, have adopted English as their sole working language, not only internally but also in communications with the Member States.⁹ Moreover, English is the *de facto* preferred option of international organisations with more than one official language such as the UN or the Council of Europe.

Which national variety of English do MoI linguists favour when translating into this language? As already mentioned, MoI language services units do not have a uniform internal policy in this regard. The target readership and the purpose of the translation are paramount in determining the translation strategy and, more specifically, the particular variety of English to be employed: when we started working for the MoI as translators of English in the late 1980s, what we had in mind as real or potential readers of our translations in mostly bilateral contexts were mainly the police authorities of the UK and USA. We used to carry out extensive research of, for example, parallel texts such as documents by the Metropolitan Police or the FBI, desperately searching for equivalents of Italian specialist terms as well as trying to acquire and reproduce the phraseology and style of these texts. Over the years our audience has become much larger, multifaceted and international, with people from a variety of countries and legal systems or from EU agencies and international organisations using English in their day-to-day activities; our translations may also have come to serve different purposes in increasingly multilateral contexts. Accordingly, we have moved away from a desire to identify “one-size-fits-all” solutions as far as terminological equivalents are concerned.

3.2.1. L2 TRANSLATION STRATEGIES: PRACTICAL EXAMPLES

When faced with the more demanding task of translating into their L2, LSU translators employ a variety of strategies, such as adding background information in the target text to make the source text clearer or, on the contrary, condensing information that is obvious to a narrow circle of practitioners through the use of acronyms. In most cases, translators will have to rephrase and simplify the typically long and complex syntactic structures of Italian texts in order to comply with the standard rules of English grammar and syntax.

9 English is said to be “Europol’s main language of internal communication” in the Europol Recruitment Guidelines (EDOC#663508v12 dated 21/07/2015). However, almost the totality of its analytical reports destined for law enforcement authorities in the Member States are only available in English, and most of its operational meetings with Member States’ investigators are held in English. For a discussion of Europol’s language regime under the former legal framework of the 1995 Convention and the related translation needs, see Dell’Anna & Serpentine (2008, 2009).

A few practical examples of these strategies are described below, including some relating to terminology issues. All the examples are drawn from the daily work of translators at the DCPC's Language Services Unit in Rome.

3.2.1.1. REFERENCE TO THE EU DOMAIN

The EU has gradually developed its own variety of English (sometimes labelled *Euro-English* or *Euro-speak*) with its special terminology. This variety cannot be ignored when translating texts addressed to an EU institution or, in general, to an EU specialist audience. In the translation of comments on an EU legislative or policy text, LSU translators generally refer to the language of the document (in English) which the Italian source text relates to, and make sure that they accurately quote the terms, phrases and official designations used in the relevant legislation. Consider, for example, the passage below, taken from the response to a questionnaire on the implementation of the Schengen *acquis* in Italy; the parts here emphasised in italics were translated with direct reference to the language used in the English version of the legislation and general EU terminology.¹⁰

(1) Source Text (ST)

Da ricordare, infine, la chiusura del negoziato, nel gruppo "Migrazione", sulla proposta di direttiva sulle condizioni di ingresso e soggiorno di cittadini di Paesi terzi per motivi di ricerca, studio, tirocinio remunerati e non, volontariato e servizio alla pari, che consentirà, pertanto, l'avvio della fase di trilogo con il coinvolgimento del Parlamento Europeo.

Target Text (TT)

Lastly, mention should be made of the closing of negotiations, within the WP "Migration", on the proposal for a Directive on the conditions of entry and residence of third-country nationals for the purposes of research, studies, remunerated and unremunerated training, voluntary service and au pairing, which will enable the start of the *trilogue* stage with the involvement of the European Parliament.

Incidentally, the passage in example 1 is the kind of source text containing so many anglicisms and adapted loans in Italian that it appears as a hybrid, pre-processed text for translation, which both facilitates and complicates the translator's job. Here is another example:

(2) ST

Durante il semestre italiano la Commissione europea ha concluso la prima fase di una "proof of concept", presentando i risultati finali dello Studio Tecnico sulle Smart Borders, realizzato con il sostegno e il contributo della Presidenza, degli Stati membri e degli altri soggetti coinvolti, nella prospettiva di avviare, l'anno prossimo,

¹⁰ All the italics in the examples have been added by the authors for emphasis, unless otherwise stated.

come previsto nelle linee guida del COREPER, la seconda fase relativa al *testing project* (progetto pilota).

TT

During Italy's six-month Presidency, the European Commission completed the first stage of a *proof of concept exercise* and presented the findings of a *Technical Study on Smart Borders* carried out with the support and contribution of the Presidency, the Member States and other stakeholders with a view to initiating the second stage of the *pilot project* the following year, as envisaged in COREPER's guidelines.

Faced with such passages, the translator's job is facilitated in that target language equivalents already seem to be there, ready for use, in the original. On the other hand, a careful analysis of the background documents where the English expressions come from may be necessary so as to better understand their meaning and see if they have been used correctly in the Italian source text.

3.2.1.2. EXPLICITATION

In the following examples, taken from the translation of an Italian contribution to an Interpol workshop on environmental crime, the translator has felt the need to add background information that an international audience may not be familiar with:

(3) ST: in collaborazione con Eurispes

TT: with the help of *Italy's research institute* Eurispes

(4) ST: Si ipotizza che l'omicidio di Ilaria Alpi sia riconducibile a inchieste che la giornalista stava conducendo su questo tema.

TT: *Investigators suspect* that the murder of Ilaria Alpi, *an Italian journalist who worked for state broadcaster RAI's Channel 3*, is linked with an inquiry she was conducting on *toxic waste trafficking*.

In addition, in example 4, in place of more impersonal or implicit expressions in the source text such as *si ipotizza* and *su questo tema*, the translator made the subject of the clause more explicit and repeated the object of the inquiry ("toxic waste trafficking"), mentioned at the beginning of the passage in the Italian original, to make the text more legible.

3.2.1.3. REPHRASING AND SIMPLIFICATION

The following example is drawn from the translation into English of the Italian contribution to Europol's SOCTA 2013.¹¹ It is just one of the countless instances of rephrasing and simplifying typically long, complex passages in Italian:

(5) ST

La criminalità di tale matrice mostra spiccate capacità (anche interagendo con organizzazioni di altra etnia) di gestire o condizionare i grandi traffici (di persone e merci) e notevole propensione allo sfruttamento del meretricio (tra gli stranieri, sul piano statistico, i cinesi sono preceduti soltanto dai romeni), uniti alla crescente consumazione di reati contro il patrimonio e la persona (in ambito intraetnico), manifestando dunque il progressivo coinvolgimento in delitti di maggior rilievo per gravità ed impatto sociale.

TT

Chinese crime groups have shown a remarkable capacity - also interacting with other ethnic groups - to run or influence major trafficking operations (persons and goods) and a marked propensity to exploit prostitution (statistically, among foreign criminals, the Chinese are only second to the Romanians). Intra-ethnic crimes against the property and the person are also increasingly perpetrated, thus showing a growing involvement in more serious crimes with a stronger social impact.

Here, the single convoluted source-language passage has been rephrased and simplified in the English translation by splitting it into two shorter ones. Again, the more abstract, implicit wording in the source text (*la criminalità di tale matrice*) has been rendered with a more explicit, concrete expression in the English translation (*Chinese crime groups*).

3.2.1.4. USE OF ACRONYMS

The next two examples illustrate the extensive use of acronyms in both source and target texts originated from, and addressed to, a rather narrow circle of practitioners such as that of Financial Action Task Force (FATF) experts:

(6) ST: In relazione allo specifico settore del contrasto al riciclaggio

TT: *In the AML context*

(7) ST: per l'adozione di innovative metodologie di selezione delle SOS

TT: to adopt innovative methods for the selection of STRs.

11 The EU Serious and Organised Crime Threat Assessment (SOCTA), Europol's flagship analytical report, is described on the agency's official website as "the product of systematic analysis of law enforcement information on criminal activities and groups affecting the EU." (<https://www.europol.europa.eu/content/eu-serious-and-organised-crime-threat-assessment-socta>). For a discussion of translation and terminology issues concerning the previous version of this report focusing on organised crime (OCTA), see Serpentine (2011).

In the first example, a more explicit sentence in the source text has been translated much more concisely, but also more effectively, through the acronym AML (i.e. “Anti-Money Laundering”). In the second example, from the same ST, there is a perfect correspondence of acronyms in both the source and target languages, with the Italian acronym (and full expression) having originated as a calque of the English one.¹²

3.2.1.5. TERMINOLOGY ISSUES

Official names and titles frequently pose a problem, in any language, to translators struggling to find suitable equivalents in the target language. Although there are rare cases of perfect equivalence, for instance when a term has originally been coined in a supranational, multilingual context to designate a new, supranational entity (e.g., EU institutions and agencies), most of the time translators have to choose between a literal translation or a functional equivalent in the target language. This is a recurrent problem for MoI translators, with very few exceptions such as the English (but also the French, Spanish and Arabic) translation of the DCPC’s name, *Direzione Centrale della Polizia Criminale*, which can be literally translated as *Central Directorate of Criminal Police* since its Italian name was actually borrowed from ICPO-Interpol’s official name, *International Criminal Police Organization/Organisation Internationale de Police Criminelle*, whose National Central Bureau (NCB) for Italy is part of the DCPC (SCIP).¹³

Another interesting example is the creative process adopted by MoI translators in finding an English equivalent for an Italian neologism, *esperto per la sicurezza*, which designates the new multi-function role to be performed by former police liaison officers. As a result of extensive consultation amongst the LSU and the translators of another directorate involved, the *Direzione Centrale per i Servizi Antidroga* (Central Directorate for Anti-Drug Services), with the contribution of US and UK experts, the agreed solution was *Law Enforcement Attachés*. A

12 The Italian acronym SOS stands for *segnalazione di operazione sospetta* which perfectly corresponds to the English term *suspicious transaction report* or STR. Both acronyms are commonly used by experts in their respective languages.

13 Interestingly, *criminal police* is an international English term that cannot be found in UK or US specialised texts (although *criminal investigation* is used); even the French expression *police criminelle* is not used in France (the French term for this concept is *police judiciaire*, which is comparable to the Italian term *polizia giudiziaria*, although there is a *Brigade criminelle* within the Paris police headquarters). However, its German equivalent, *Kriminalpolizei*, is in use in Germany, Austria and the German-speaking part of Switzerland. In fact, the idea for an international police organisation originated at the *Premier Congrès de Police Judiciaire Internationale* (official English version: *International Criminal Police Congress*) in the Principality of Monaco in 1914 and was then implemented through the creation of the *Internationale Kriminalpolizeiliche Kommission* (French official version: *Commission Internationale de la Police Criminelle*) agreed in Vienna in 1923 and later to be named International Criminal Police Organization.

literal translation such as *security experts* was found to be misleading, as it did not seem to refer to *police* officers but rather to more vaguely defined figures in the security field including security guards or IT security specialists. The term *attaché*, which is used by the US authorities to designate their FBI or DEA representatives abroad, was chosen because *esperti per la sicurezza* are in fact attached to Italy's diplomatic missions in the host countries rather than embedded within the foreign police bodies. Also, *law enforcement* was preferred to *police* to stress that this role can be, and is, performed not only by *Polizia di Stato* members, but by any officers of the main national police forces in Italy, including the *Carabinieri* and the *Guardia di Finanza*.

4. TRANSLATION SERVICES AT MOI PERIPHERAL OFFICES: THE CASE OF THE LANGUAGE SERVICES UNIT AT THE POLICE HEADQUARTERS OF GORIZIA

In peripheral offices, the Language Services Unit is mainly established within the Immigration Office, as in the city of Gorizia, or, alternatively, within the *Ufficio di Gabinetto*, i.e. the Cabinet Office of the Police Headquarters. The translation and interpretation services offered by the peripheral LSU¹⁴ are, however, available to all the offices of the Police Headquarters as well as to more specialised services of the *Polizia di Stato*,¹⁵ the local *Prefettura-UTG* (which is the Central Government Office in the province) and, occasionally, the judicial authorities (the Public Prosecutor's Office or the Court). When the local police need a translation into a language not covered by an in-house translator but available elsewhere within the Ministry, the local staff linguist mails a request for cooperation to the colleagues working with the required language in other peripheral offices and the translated text is mailed back within the agreed deadline. This operation is performed through the MoI Network of Language Services.¹⁶

The main difference between the linguistic work performed in central and peripheral offices is that staff working in central offices have a more policy-oriented approach to the issues relevant for the MoI and have an interest in studying crime-related phenomena, whereas staff linguists who are employed at the Police Headquarters based in each Italian province have to deal with the practical aspects of construing, enforcing and implementing national legislation and ensuring compliance with domestic and international laws.

14 For an extensive discussion of this topic, see Cocchi (2005).

15 E.g. Traffic Police, Railway Police, Communications Police, Border Police and Forensic Police.

16 This is a group of translators who, on a voluntary basis, have stated their readiness to perform translations for other MoI offices. This Network was launched by ANTIMI (National Association of Translators and Interpreters of the Italian Ministry of Interior), but has not yet become part of the standardised work processes within the MoI.

The work performed by staff linguists serving in peripheral offices is equally divided between translation and interpretation. Written work includes L1 and L2 translations in equal amounts. As for interpretation, two techniques are most commonly used, namely police interpreting (during questioning of suspects or interviews with crime victims or asylum seekers) and short consecutive or liaison interpreting (during visits by foreign delegations or meetings with foreign police officers). In line with the focus of this paper and for the reasons stated in section 1 above, only L2 translation into English will be briefly explored here.

4.1. TEXT TYPOLOGY AND CLIENTS/READERSHIP

A large part of the active translation work performed in peripheral offices takes place in three main areas: a) immigration and asylum; b) road traffic offences; c) prevention, investigation and prosecution of crimes. Broadly speaking, the types of texts translated into L2 fall into the category of legal texts (as referred to in 2.1.1. above) and their readership is polarised on two extremes. On the one side are expert readers, for example foreign law enforcement counterparts (in the case of mutual exchanges of information or requests) or foreign lawyers (retained, for example, to file appeals on behalf of foreign clients). On the opposite side are foreign nationals who, at best, are familiar with another legal system, and, more often than not, are totally unfamiliar with the workings and vocabulary of the Italian bureaucratic and legal system. In the latter case, it is easy to understand that the communication between the two parties (the Italian authority and the non-Italian speaking reader) can be severely impaired not only by power asymmetry, but also by differing cultural references – a gap that translation strives to bridge while safeguarding legal rights.

4.2. L2 TRANSLATION AND ELF

The legal texts translated by peripheral LSUs are mostly characterised by a strictly codified structure and the use of specialist terminology. They are usually intended for a limited readership comprising native and non-native speakers of English, given that English is very often used as a lingua franca by common accord or in compliance with legal provisions (see 4.2.1. below).

This means that the English used in translations should be understandable irrespective of national origin, so MoI translators tend to discard national varieties of English and opt for a form of European English.¹⁷ In this approach they are partly supported by the harmonisation process within the EU: the efforts to

17 For a definition of European English and the challenges posed by the translation of Italian legal terms into English, see Peruzzo (2013).

develop and implement coordinated policies among Member States in addressing new and emerging issues (migration, globalisation of crime, etc.) have led to the harmonisation of the language used, so that MoI translators can rely on European Union corpora and databases (in particular Eur-Lex and IATE)¹⁸ for their terminological searches.

4.2.1. L2 TRANSLATION IN THE AREA OF IMMIGRATION AND ASYLUM

Italian legislation on immigration and asylum stipulates that foreign nationals must be informed of any decision taken in their respect regarding entry, stay and expulsion in a language which they understand, or, where this is not feasible given the impossibility of promptly finding an interpreter speaking that language, in a language chosen by the foreign national according to individual preference from among English, French or Spanish (for all foreign nationals)¹⁹ plus German (as an additional language for EU citizens)²⁰ and Arabic (in the framework of an asylum procedure).²¹ Translation of these acts can also be of a summary nature.²²

The typical administrative acts drawn up by a public authority in order to formally notify a foreign national of a decision and the course of action they are required to take are known as *decreti* or *orders*.²³ These are performative and prescriptive texts²⁴ that are mostly built around excerpts from the legal provisions on which the decision is based. Whereas, on the one hand, these textual features ensure proper operation of the system, on the other they distance these texts from the principles of simplicity, clearness and easy understanding recommended by the “Simplification of the Administrative Language” project launched in Italy in

18 See <http://eur-lex.europa.eu/homepage.html?locale=it> and <http://iate.europa.eu>

19 See Article 2 (6) and Article 13 (7) of Decreto Legislativo 25 luglio 1998 n. 286, “Testo Unico delle disposizioni concernenti la disciplina dell’immigrazione e norme sulla condizione dello straniero” e successive modificazioni, as well as Article 3 (3) of Decreto del Presidente della Repubblica 31 agosto 1999 n. 394, “Regolamento recante norme di attuazione del testo unico delle disposizioni concernenti la disciplina dell’immigrazione e norme sulla condizione dello straniero” e successive modificazioni.

20 See Article 20 (10) of Decreto Legislativo 6 febbraio 2007 n. 30, “Attuazione della direttiva 2004/38/CE relativa al diritto dei cittadini dell’Unione e dei loro familiari di circolare e di soggiornare liberamente nel territorio degli Stati membri” e successive modificazioni.

21 See Article 4 (1) of Decreto del Presidente della Repubblica del 16 settembre 2004 n. 303, “Regolamento relativo alle procedure per il riconoscimento dello status di rifugiato”.

22 See Article 2 (6) of D. Lgs. n. 286/1998.

23 The word *decree* (which is also often used to translate *decreto*) appears to be more appropriate to refer to Ministerial Decrees or legislative acts such as *Decreti del Presidente della Repubblica* (Presidential Decrees).

24 See Wiesmann (2011).

1993 by the *Ministro della Funzione Pubblica*²⁵ with the aim of improving the quality of communications between government authorities and the citizens.

The first difficulty for a foreign reader (and for an Italian reader, too, for that matter) is posed by the structure of these acts (for an example, see Appendix 3). The name of the issuing authority is followed by a preamble with a usually long list of recitals detailing facts and applicable provisions, then by the decision adopted and the consequences for the person concerned, and finally by instructions for filing an appeal, as well as date, place and signatures. Moreover, these texts are written in the third person to show that the authority acted objectively and impartially in its decision-making process and that it strictly complied with the relevant rules. The use of the impersonal style is typical of Italian legal texts and marks a striking contrast with parallel texts drafted in other countries (for example, UK deportation orders or refusals of asylum applications), where the authority directly addresses the person concerned and announces its decision before explaining the reasons behind that decision, thus following a logic that is exactly the opposite of the one found in Italian texts.

One way of assisting foreign readers in understanding these *decreti* could be to provide them with a summary instead of a full translation; unlike the source text, a summary translation has no drafting standards to comply with,²⁶ so the translator is at liberty to reformulate the content of the text to make it more easily understandable, a goal best achieved by reversing the information order. Unfortunately this is more easily done orally than in writing: first, the new text becomes an adaptation rather than a translation and the translator should receive assistance in drafting it (which is what happens during oral notifications of these acts); second, the language and the information contained in a *decreto* are so condensed that a written summary is virtually impossible (the only non-essential information for the person concerned being limited to the reference to legal provisions).

In the author's experience, there is only one instance in which a summary translation is justified and highly recommendable, i.e. the so-called *comunicazione di avvio di procedimento amministrativo* (literally: communication of a procedure's commencement),²⁷ in which most of the text consists of a detailed list of articles from the Italian *Legge sul procedimento amministrativo* (or Administrative Procedure Act), which is aimed at explaining (how successfully, one might wonder) the rules governing the relationship between the authority and the public, i.e. the workings of an administrative procedure. This communication is com-

25 See Direttiva 8 maggio 2002, "Semplificazione del linguaggio dei testi amministrativi" (Gazzetta Ufficiale n. 141 del 18.06.2002).

26 For example, when the translation has an informative purpose, it is recommended that the macrostructure of the source text be maintained in the target text (see Kobcek 2014:115).

27 This is the term used by de Rienzo in her English translation of Legge 7 agosto 1990 n. 241, commonly known as "Legge sul procedimento amministrativo".

pulsory when the public authority cannot accede to an application it has received (for example, an application for a residence permit) and the applicant is given a deadline to submit missing documents, if any, or personal comments in writing. In this case a functional translation is perfectly acceptable (“communication of intention to reject an application”) and the use of the second person (instead of an impersonal writing) is certainly more reader-friendly and effective for the purposes of understanding. A practical example of this kind of translation is enclosed in Appendix 1 to this paper.

At terminological level, difficulties arise when the Italian term has no equivalent concept or too many translation options in the target language. Consider, for example, the adjective *sedicente*, which is frequently found in police paperwork (see Appendix 4): it compresses in a single word the idea that a person’s identity could not be verified on the basis of “officially issued” identification documents, so at first the word “undocumented” seemed a good solution. Yet, it was later felt that “undocumented” better translated the equally frequent expression *sprovvisto di documenti*, so recently the translation “self-declared personal details” was introduced (a good example of one of the few instances in which an English translation turns out to be longer than the Italian source text).

Even a simple lexical doublet like *cittadino straniero*²⁸ (noun + adjective) poses certain problems. First of all, it is worth noting that its translation can vary according to one’s perspective. Should we use “alien” or “non-citizen” (*Asylum and Migration Glossary*, 2014:23)? Or, if we decide to maintain the doublet form in English, should we use “national” or “citizen” for the noun part? And what adjective should be used with this noun? “Third-country” (which reflects an EU perspective) or a more general “foreign”? Or what about simply “foreigner”?

4.2.2. L2 TRANSLATION IN THE AREA OF ROAD TRAFFIC OFFENCES

It sometimes happens that foreign holiday makers and truck drivers are caught in breach of the Italian Highway Code and this results in traffic police officers “drawing up” (the technical term in Italian is *elevare*) a *verbale di contestazione* or police report recording a road traffic offence – usually shortened to “offence report”. In this area, the main difficulty for the reader (and the translator) lies in the complexity of the procedure and in the use of pre-printed forms designed to cover all possible cases. It is up to the *organo accertatore* (the office/r detecting a

28 Please note the oxymoron contained in the *cittadino straniero* binomial pair and the contradiction in terms it conveys because of the aporia embedded within this commonly used expression. The translator is confronting a paradox that exposes at the same time the concept of *cittadino* (citizen) and *cittadinanza* (citizenship) as a “sense of belonging to a State community”, and the concept of *straniero* (alien) as a *non-cittadino* (non-citizen) having no-citizenship, thus having no sense of belonging to a State community. For an in-depth and multidisciplinary analysis of the controversial topic of what *cittadinanza* means nowadays, see Mindus (2014).

road traffic offence) to tick the relevant boxes and fill in the appropriate details. Moreover, each word or expression has a very specific meaning, which the translation strives to convey, hoping that the foreign recipient will be able to make sense out of a text which is objectively far from being reader-friendly even for an Italian speaker. To make matters worse, the use of translation strategies to make the target text clearer is unfortunately limited by space constraints and by the requirement that source and target texts have the same layout.

We are now going to examine briefly a *verbale di contestazione* (a blank specimen is included in Appendix 2). First of all, the document indicates the date and time of the road traffic offence, then the names of the police officers, and full particulars of the parties liable for that offence, i.e. the *trasgressore* or “offender/offending driver”, who shares liability with the *obbligato in solido* or “jointly and severally liable person” (in other words, the vehicle’s registered owner). Then comes a short reference to applicable legislation and the amount of the *sanzione amministrativa pecuniaria* or “fine”. For certain types of offences, the Italian Highway Code allows payment of a reduced fine (*pagamento in misura ridotta*). The second half of the police report contains a *descrizione dell’infrazione/i*, i.e. the details of the offence/s, the *modalità di pagamento* (usually translated as “how to pay fines”)²⁹, then a reference to the judicial authority competent for appeals (the *Prefetto* or the *Giudice di Pace*, i.e. the Justice of the Peace) and to the obligation, if applicable, for the offender to report to a Traffic Police Station at a later stage and show specific documents which he was unable to show when stopped for a roadside check. The *sanzione amministrativa pecuniaria* can be accompanied by *sanzioni accessorie* or “ancillary penalties”, and a *cauzione* or “security payment” will also be collected by the police in case the offender intends to appeal against the *verbale*. Finally, for some offences, the amount of the fine is further reduced if paid within five days.

If, after expiry of the prescribed timeframe, no payment is effected and no appeal is submitted or if the appeal is rejected, the *Prefetto* issues an *ordinanza-ingiunzione di pagamento* (i.e. an order demanding payment) which has the same structure as the *decreto* discussed above (see 4.1.3.). An example of this *provvedimento prefettizio* can be found in the Appendix 3.

29 When completing the form, the officer sometimes writes here *Modello F23*. This is the form to be used in Italy for payments to public authorities, as explained in the *Glossary of Tax Terminology* published online by the Agenzia delle Entrate. But how can you expect a foreign tourist to know that? When translating, you can illustrate the meaning of *Modello F23* by adding a verb in the imperative form before the noun (*Use an F23 form*). The strategy of using the imperative form (i.e., the verbal form used to give instructions) seems a good solution here to express in the clearest and most effective way the action expected of the offender in order to come to a *definizione del verbale di contestazione*, i.e., a closing of the road traffic offence case. The *Modello F23* can also be obtained at Italian banks abroad and can therefore be used for payments from abroad (as mentioned in the example text in Appendix 3, towards the end of the text).

According to practice (at least in Gorizia, but of course each Traffic Police station has freedom of choice), the *verbale* is usually handed to the offender without translation, but its content is explained orally by a police officer. It is usually translated in written form in its entirety when it is enclosed with an *ordinanza-ingiunzione*, because documents to be served abroad are, by common practice, translated into the language of the respondent's country of residence.

4.2.3. L2 TRANSLATION IN THE AREA OF PREVENTION, INVESTIGATION AND PROSECUTION OF CRIMES

A substantial part of police work covers, on the one hand, prevention and investigation of crimes and apprehension of suspects who are often non-Italian speaking foreign nationals and, on the other, assistance to crime victims or people in need. Most of the interaction between the police and non-Italian speaking foreigners in this area takes place orally and is mediated by an in-house interpreter for the required language, where available, or by a person speaking that language who accepts an interpreting assignment upon request by the police.³⁰ At the end of the oral interaction, the interpreter is asked to provide the foreigner with a sight translation of all the paperwork drawn up by the police (for example, records of interrogation, personal searches or seized items).

There are a few instances in which pre-printed report forms are filled in and usually provided in the Italian original along with a written translation into a foreign language. This happens, for example, with the *verbale di elezione di domicilio e nomina del difensore* (see Appendix 4). A person suspected of involvement in the commission of a crime is *indagata* (literally “placed under investigation”) and, according to the Italian law,³¹ he/she must *dichiarare o eleggere domicilio* in Italy, i.e. state or choose an address for service where all communications connected to the ongoing investigation can be delivered for his/her information. A suspect also has the right to legal assistance by a *difensore di fiducia* (which is not to be translated as “trusted lawyer”, but rather as lawyer of one's choice or “retained lawyer”)³² and, if he/she does not have one, he/she will be represented by

30 When the assignment has to be outsourced, very often the police simply look for a person who has knowledge of the required language, without considering their qualifications or actual ability to interpret. What's more, the lack of a National Register of Interpreters and Translators makes this search very time-consuming and frustrating, given the limited time allowed by law for completion of police activities (just think, for example, of the time limit for the temporary detention of suspects) and given the scarce number of persons ready to provide linguistic assistance to the police, especially when less widely spoken languages are required.

31 Article 161 (1) of the Italian Codice di Procedura Penale.

32 This is the translation adopted in *The Italian Code of Criminal Procedure. Critical Essays and English Translation* (Gialuz, Lupária & Scarpa, 2014), whose publication was welcomed by MoI translators as a long-awaited, reliable reference source. An English translation of the latest version of the Italian Criminal Code by the same (or another) authoritative

a *difensore d'ufficio* (i.e. a court-appointed lawyer). Moreover, this *verbale* briefly explains the requirements for being granted *patrocinio a spese dello Stato* (i.e., legal aid paid for by the State).

Following the adoption of the 2012 European directive on the right to information in criminal proceedings,³³ new pre-printed forms have been introduced. The Directive provides two examples of these forms (called “indicative models Letter of Rights”). Appendix 5 and 6 provide examples of one European form and its Italian version, respectively. If you compare the two examples, you will immediately notice that the person concerned is addressed directly in the European form, whereas, by contrast, an impersonal style is used in the Italian form.

5. CONCLUSIONS

MoI linguists play a fundamental role, both at central and peripheral level, because they provide a substantial contribution to the establishment and maintenance of international cooperative relations in the areas of responsibility of the Ministry, and ensure correct and adequate institutional communication with those foreign nationals who, for different reasons, happen to come in contact with the MoI, be it representatives of foreign institutions or law enforcement agencies, foreign victims or perpetrators of crimes, or those who are simply present in Italy and therefore subject to such administrative obligations as, for example, applying for a residence permit.

Translating and interpreting in such a varied, multi-disciplinary institutional setting like the one described in this paper requires well-developed professional skills as well as thorough knowledge of several specialised domains and the related terminologies. Terminological research based on comparative law studies and the compilation and online publication of bi/multilingual glossaries in the domains relevant to MoI activities would undoubtedly support not only institutional communication with foreign citizens but also uniformity and consistency in the output of in-house translators. In this respect, a multidisciplinary approach and the joint efforts of the academic world, jurists and institutional translators and interpreters would be highly desirable.

The MoI will very likely continue to need translators and interpreters with active English³⁴ among their working languages, due to the special role played by

interdisciplinary translation team would also be highly desirable given that the only available translation – The Italian penal code (1978) translated by E. M. Wise in collaboration with A. Maitlin, Littleton (Colorado): Rothman/London: Sweet and Maxwell – is based on the Codice Penale of 1930.

33 Directive 2012/13/EU of the European Parliament and of the Council of 22 May 2012 on the right to information in criminal proceedings, *Official Journal of the European Union*, L 142, 1.6.2012, 1-10.

34 The need for active English for interpreters working in institutional settings has been

this language as a lingua franca. Translation and interpreting services in other languages (such as Romanian as well as less widely used languages) will also be increasingly in demand to address the communication challenges posed by the waves of migrants who speak an ever-changing spectrum of languages. These needs will probably continue to be met by outsourcing these services, a practice which is not devoid of risks.

Despite being complex and sensitive activities, translating and interpreting are still too often regarded by criminal justice practitioners and the general public alike as a mere transfer of words from one language to another, to be performed by anyone who has knowledge of the required language (irrespective of their level of proficiency) or even by a machine. As a result, there is an urgent need to raise awareness on the consequences of poor quality translation and interpretation as well as on the importance of working with professional qualified translators/interpreters and “language and cultural mediators”.³⁵ After all, it should not be forgotten that translating or interpreting in a police context means not only assisting Italian police officers in the implementation of national laws, but also enabling non-Italian speaking foreigners to understand their rights and duties and to exercise their right of defence and appeal.

clearly highlighted by Guichot de Fortis (2011: 4): “In Europe, Sub-Saharan Africa and Canada, to name but some examples, State employers such as the various Ministries and International Organizations are actively in search of competent conference interpreters who offer the language of the country and, usually, active English in addition.”

35 Especially in the area of immigration and asylum, the MoI relies on the professional figure of “mediatori linguistico-culturali” (provided by cooperatives or NGOs on a contract basis) to communicate with immigrants who know less widely spoken languages or rare dialects.



Questura di _____

Divisione di Polizia Amministrativa Sociale e dell'Immigrazione
Ufficio Immigrazione 4[^] Sezione

Cat. _____

(Luogo), (data)

Signor/a (Cognome Nome), nato in (luogo di nascita) il
(data di nascita) domiciliato a: (comune) in (indirizzo) c/o
(nome della persona che ospita lo straniero)

**OGGETTO: Comunicazione di avvio di procedimento amministrativo e preavviso di diniego
ex artt. 7,8 e 10 bis della Legge 241/90 e successive modifiche.**

In ottemperanza agli articoli 7,8 della Legge 241/90 del 07/08/1990, la Questura in intestazione Le comunica l'avvio del procedimento inerente l'istanza di rinnovo del permesso di soggiorno per motivi di Richiesta Asilo da Lei depositata presso questi uffici in data (data).

Ai sensi dell'art. 2 c. 3 della L. n. 241/90 il termine di conclusione del presente procedimento è previsto in giorni venti (20) a decorrere dalla data di deposito dell'istanza.

In caso di inerzia dell'amministrazione è esperibile il rimedio disciplinato dall'articolo 2 c. 5 della L. 7 agosto 1990 n. 241.

In riferimento alla predetta istanza e in base alla documentazione agli atti d'ufficio, in conformità al disposto di cui all'articolo 10-bis, della legge 7 agosto 1990, n. 241, e successive modifiche, si comunica che questo ufficio sta valutando il rigetto della domanda in esame poiché: è subentrata la decisione emessa in data (data) con la quale Le viene rigettata la Richiesta di protezione internazionale, che Le verrà contestualmente notificata unitamente al presente atto.

Questa comunicazione interrompe i termini di conclusione del procedimento e Lei ha 30 (trenta) giorni per presentare la copia dell'eventuale ricorso che potrà proporre avverso il Diniego della Commissione di cui sopra ovvero, altra documentazione attestante la regolarità della sua permanenza in t.n.

Decorso il termine di 35 giorni, in mancanza di memorie, quest'Ufficio procederà al rifiuto del rilascio del permesso di soggiorno in premessa.

Le attribuzioni in ordine alla trattazione della pratica sono assegnate all'Ufficio Immigrazione della Questura di (città). Presso tale sede Lei può, altresì, prendere visione degli atti relativi al procedimento amministrativo, nei limiti previsti dall'articolo 24 della L. n. 241/90.

Responsabile del procedimento è il (grado) della Polizia di Stato dott. (nome Dirigente Ufficio).

Responsabile dell'istruttoria è (grado) della Polizia di Stato (nome del sottufficiale).

Il Dirigente l'Ufficio Immigrazione

Il giorno _____ alle ore _____ negli uffici della Questura di (città), innanzi al sottoscritto Agt./Uff.le di P.G.

_____ è presente

F.l.c. e sottoscritto in data e luogo di cui sopra.-----

L'interessato

Il verbalizzante

SUMMARY TRANSLATION

In compliance with the provisions of Law No. 241/90, we inform you that we intend to reject the application for renewal of your residence permit as an asylum seeker which you submitted on (date).

This is because your claim for international protection was refused on (date). Together with this communication, you will receive the negative decision made by the Territorial Commission.

Please note that you have 30 days after receiving this communication to appeal against the Commission's negative decision and to submit to our Immigration Office a copy of your appeal or any other papers proving that you are legally staying in Italy. If after 35 days you have not submitted a copy of your appeal or a written reply, this Immigration Office will formally refuse to issue the residence permit you applied for.

The authority responsible for processing your case is the Immigration Office of the Gorizia Police Headquarters, where you can see your case file. The official responsible for making a decision is (name), (rank) with the Italian Police. The case-working officer is (name), (rank) with the Italian Police.

Gentile utente,

con il presente verbale si è aperto un procedimento amministrativo che si concluderà: con il pagamento di quanto dovuto, con la decisione sull'eventuale ricorso da lei presentato oppure con la riscossione forzata, nel caso di mancato pagamento se non è stato presentato ricorso.

MODALITA' DI PAGAMENTO

- Se alla voce **2** del verbale la casella "CDS" o "L.727/78" e del "D.Lgs.144/2008" è barrata, segua le sottoindicate istruzioni "Violazioni del C.d.S. e della L.727/78 e del D.Lgs. 144/2008".
- Nel caso in cui sia barrata la casella "ALTRE NORME" verifichi le istruzioni riportate alla voce "Violazioni altre norme".

VIOLAZIONI DEL CODICE DELLA STRADA, DELLA L. 727/78 E DEL D.LGS. 144/2008

MODALITA' DI PAGAMENTO DELLA SANZIONE (ART.202 CDS) (voce **5 - 9** del verbale)

Se è barrata la casella "E" AMMESSO IL PAGAMENTO IN MISURA RIDOTTA", può pagare entro 5 giorni l'importo indicato solo nei casi consentiti alla voce **10**, ovvero entro 60 giorni l'importo indicato alla voce **2** del verbale:

- effettuando il versamento sul conto corrente postale n. "5744", intestato a "MINISTERO DELL'INTERNO POLIZIA STRADALE presso CMP 00054 FIUMICINO RM", mediante il bollettino allegato (se utilizza altro bollettino, o effettuata bonifico bancario, nella causale dovrà sempre riportare il numero del verbale - vedere in alto a destra - e le generalità del trasgressore -voce **1** del verbale)
- effettuando il versamento presso l'ufficio verbali della Sezione Polizia Stradale indicata nell'intestazione del presente verbale.

Qualora siano trascorsi 60 giorni e prima della formulazione del ruolo è possibile effettuare il pagamento della somma indicata al punto **9**

Se è barrata la casella "NON E' AMMESSO IL PAGAMENTO IN MISURA RIDOTTA" non è possibile effettuare alcun pagamento. Dovrà pertanto attendere che le giunga un altro atto inviato dal Prefetto nel quale troverà indicata la somma e come pagare.

RICORSI (ART.203 e 204 bis CDS) (voce **6** del verbale)

La sottoscrizione del verbale non impedisce la presentazione di un ricorso. Nel caso siano state contestate più violazioni può ricorrere anche contro una sola. Si ricorri tuttavia di effettuare il pagamento in misura ridotta delle altre violazioni nei termini stabiliti, se consentito.

Per esercitare il diritto di difesa non deve procedere al pagamento (in tal caso il ricorso sarà irricevibile).

Il ricorso può essere presentato, con le seguenti modalità, ALTERNATIVAMENTE al Prefetto o al Giudice di pace (a sua scelta, con l'avvertenza che la presentazione dell'uno esclude la possibilità di proporre l'altro):

Ricorso al Prefetto (ART 203 CDS)

Il ricorso deve essere presentato entro 60 giorni dalla data del verbale.

Scritto su carta semplice ed indirizzato al Prefetto del luogo in cui è stata commessa la violazione (vedere voce **26** del verbale) può essere presentato:

- alla Prefettura (Ufficio Territoriale del Governo) con lettera raccomandata
- AR (farà fede la data del timbro postale di partenza);

ovvero

- alla Sezione Polizia Stradale indicata nell'intestazione del verbale a mano o con lettera raccomandata AR (farà fede la data del timbro postale di partenza).

Nel ricorso può chiedere di essere sentito personalmente e può allegare documenti a sua discopla.

Ricorso al Giudice di Pace (ART.204 bis CDS)

Il ricorso deve essere presentato entro 30 giorni (60 giorni per i residenti all'estero) dalla data del verbale al Giudice di Pace indicato alla voce **30** del verbale.

Può essere presentato anche senza l'assistenza di un legale,

- a mano alla cancelleria del Giudice di pace;

ovvero

- con lettera raccomandata AR (farà fede la data del timbro postale di partenza).

Ogni altra informazione su questo giudizio e sulle modalità di versamento della cauzione, potrà essere richiesta alla cancelleria del Giudice di pace.

OBBLIGO DI ESIBIZIONE DEI DOCUMENTI (ART.180/8 CDS) (voce **7** del verbale)

Qualora lo sia stato richiesto di esibire un documento (la casella della voce **7** del verbale è barrata), deve provvedervi entro **30 giorni** presentandolo, unitamente al presente verbale, a un qualsiasi ufficio o comando di polizia ove lo sarà rilasciata una attestazione di avvenuta esibizione.

In alternativa, potrà spedire per posta, mediante raccomandata AR o per fax o per posta elettronica certificata a lei intestata, alla Sezione Polizia Stradale indicata nell'intestazione del verbale, copia del documento corredata da una dichiarazione, anche autocertificata, che ne attesti la conformità all'originale.

La mancata presentazione del documento entro 30 giorni comporta la sanzione prevista dall'art. 180/8° del CDS.

SOTTRAZIONE DEI PUNTI DAL TITOLO DI GUIDA (ART.126 BIS CDS) (voce **3** del verbale)

Se la violazione commessa prevede sottrazione di punti dal suo titolo di guida questi sono indicati alla voce **3** del verbale.

L'effettiva sottrazione dei punti avverrà solo a conclusione del procedimento e di ciò avrà comunicazione ufficiale da parte del Archivio Nazionale degli Abilitati alla Guida del Ministero delle Infrastrutture e dei Trasporti.

- Desideriamo ricordarle che per i neopatentati (con patente conseguita da meno di tre anni e rilasciata dopo il 1° ottobre 2003) i punti per ogni singola violazione sono stati riportati raddoppiati alla voce **3** del verbale. In totale, l'accertamento contemporaneo di più violazioni, non può comportare decurtazioni superiori ai 15 punti salvo che una delle violazioni comporti la sospensione della patente di guida.

MANCATO PAGAMENTO IN ASSENZA DI RICORSO (ART. 203 CDS)

In caso di mancato pagamento e di mancata presentazione del ricorso entro il termine di 60 giorni, il presente verbale diventa titolo esecutivo. Riceverà pertanto una cartella esattoriale in cui la somma da pagare sarà pari alla metà del massimo della sanzione prevista per ciascuna norma che ha violato più le spese, gli interessi e le maggiorazioni previste dalla legge.

VIOLAZIONI ALTRE NORME

MODALITA' DI PAGAMENTO DELLA SANZIONE (ART. 16 L. 24.11.1981 n.689) (voci **5 e 5a** del verbale)

Se è barrata la casella "E" AMMESSO IL PAGAMENTO IN MISURA RIDOTTA" la somma indicata alla voce **4** del verbale potrà essere pagata entro 60 giorni effettuando il versamento sul conto corrente postale e/o con le modalità riportate nella voce **30** del verbale.

Se è barrata la casella "NON E' AMMESSO IL PAGAMENTO IN MISURA RIDOTTA", non è possibile effettuare il pagamento. L'autorità indicata nella voce **6c** le invierà un altro atto con l'indicazione di quanto e come pagare.

SCRITTI DIFENSIVI (ART. 18 L. 24.11.1981 n.689) (voce **6c** del verbale)

Per esercitare il suo diritto di difesa ha 30 giorni di tempo, dalla data del presente verbale, per far pervenire all'Autorità indicata al punto **6c** scritti o documenti a sua discopla.

La sottoscrizione del verbale non le impedisce di esercitare il diritto alla difesa.

MANCATO PAGAMENTO IN ASSENZA DI RICORSO

Qualora, entro il termine di 60 giorni, non abbia proceduto al pagamento, l'autorità indicata al punto **6c** provvederà ad inviarle un altro atto (ordinanza-ingiunzione) con il quale le sarà indicato quanto e come pagare.

ALTRE INFORMAZIONI UTILI

Ai sensi e per gli effetti di cui all'art. 13, Decreto Legislativo 30 giugno 2003, n. 196 (Codice in materia di protezione dei dati personali), La informiamo che, qualora sulla base dell'attività di accertamento di cui al presente verbale siano acquisiti dati personali sensibili, gli stessi saranno trattati secondo la normativa indicata e tale trattamento sarà improntato ai principi di correttezza, liceità, trasparenza e di tutela della Sua riservatezza e dei Suoi diritti. I dati raccolti sono finalizzati esclusivamente all'espletamento dell'attività amministrativa o penale che discende dall'applicazione delle sanzioni previste dal presente verbale e saranno comunicati solo ai soggetti interessati, esclusivamente per adempimenti connessi a tale attività. Il trattamento potrà essere effettuato con sistemi manuali oppure automatizzati atti a memorizzare, gestire e trasmettere i dati stessi, con logiche strettamente correlate alle finalità sopraindicate. Il titolare del trattamento nonché responsabile dello stesso è il dirigente pro-tempore dell'Ufficio di Polizia indicato nell'intestazione del presente verbale.

Per ulteriori notizie potrà rivolgersi alle Sezioni Polizia Stradale o consultare il sito internet della Polizia di Stato (www.poliziadistato.it).



Prefettura - Ufficio Territoriale del Governo di (città)

Prot. N. _____
Ufficio Illeciti Amministrativi

VISTO il sommario processo verbale n. (numero) elevato in data (data) dalla Sezione della Polizia Stradale di (città), allegato;

RILEVATO che sono state osservate le disposizioni sulla notificazione della violazione delle norme sulla circolazione stradale;

VISTO il ricorso della (società);

VISTE le controdeduzioni dell'organo accertatore;

PREMESSO che contestualmente gli stessi agenti contestavano al conducente di un autoarticolato di proprietà della (società) con sede a (città) la medesima infrazione ora opposta;

CONSIDERATO che la norma in contestazione punisce autonomamente ed a titolo di concorso nella violazione non solo il conducente e il proprietario del veicolo, ma anche il committente;

VISTA la legge 24.11.1981, n. 689;

VISTO il D.L.vo 304.1992 n. 285 (Codice della Strada)

DECRETA

il ricorso di cui in premessa è respinto per i motivi suindicati;

Per l'effetto,

ORDINA

al legale rappresentante della (società) con sede a (città) in (indirizzo), di pagare la somma di euro 82,00 quale sanzione per l'infrazione accertata con detto verbale.

INGIUNGE

alla predetta persona di versare la somma complessiva di euro 102,46, comprensiva di euro 2,00 per imposta di bollo ed euro 18,46 per spese di notifica (di cui: euro 11,86 spese di notifica del verbale + euro 6,60 spese di notifica della presente ordinanza-ingiunzione), entro trenta giorni dalla notifica del presente provvedimento, sotto pena degli atti esecutivi, all'AGENTE DELLA RISCOSSIONE DEI TRIBUTI DELLA PROVINCIA DI (città), cui per legge spettano i proventi per la violazione suddetta, con quietanza da produrre a questo Ufficio.

Il presente atto è consegnato nella data del timbro postale all'Ufficio postale di (città) per la notifica ai sensi della Legge 20.11.1982, n. 890.

(luogo), (data)

Timbro

La presente copia composta da ... fogli è conforme all'originale conservato agli atti di questo ufficio.

(luogo),(data).....

L'ASSISTENTE AMM.VO
(nome cognome)

IL DIRIGENTE DELL'AREA
QUALIFICA
(NOME COGNOME)

AVVERTENZE: Il pagamento deve essere effettuato direttamente presso gli sportelli dell'Agente della Riscossione dei Tributi della Provincia di (città) (indirizzo) o presso uno sportello bancario, oppure può essere effettuato presso gli uffici postali utilizzando l'apposito modello F23, indicando i seguenti codici: codice Ufficio ____, causale PA, estremi dell'atto: il numero di protocollo e l'anno della presente ordinanza, tributi: 743T (sanzione), 456T (imposta di bollo), 942T (spese di notifica).

DALL'ESTERO: presso una qualsiasi filiale di una banca italiana con le modalità succitate.

AVVERSO il presente provvedimento è ammessa opposizione davanti al Giudice di Pace di (città) entro il termine di 60 giorni dalla notifica (art. 22 Legge 24.11.1981, n. 689 e successive modifiche).



Questura di (città)

Ufficio Prevenzione Generale e Soccorso Pubblico

Sezione Volanti

Luogo e indirizzo - tel. e fax (prefisso e numero)

OGGETTO : Verbale di identificazione (art. 349 c.p.p.), dichiarazione o elezione di domicilio per le notificazioni (art. 161 c.p.p.) ed eventuale nomina del difensore di fiducia (art. 96 c.p.p.) della persona nei cui confronti vengono svolte indagini.-----/

Cognome Nome, nato a (luogo di nascita) (nazione) il (data di nascita), sedicente, cittadino (cittadinanza).-----/

Il giorno (data), alle ore (orario), innanzi al sottoscritto Uff.le/Ag. di Polizia Giudiziaria (qualifica, cognome, nome), appartenente all'Ufficio in intestazione, è presente la persona nei cui confronti vengono svolte indagini in merito al reato di cui all'art. (numero), la quale, invitata a declinare le proprie generalità, previo ammonimento delle conseguenze cui si espone chi si rifiuta o le dà false, dichiara:

“Sono e mi chiamo nato a il”

La persona sottoposta ad indagini viene inoltre avvisata che:-----

la difesa tecnica nel processo penale è obbligatoria;-----

- Ciascun soggetto sottoposto alle indagini ha diritto di nominare non più di due difensori di fiducia, la nomina dei quali va fatta con dichiarazione resa all'Autorità procedente ovvero consegnata alla stessa dal difensore o trasmessa per raccomandata.-----
- Al difensore competono le facoltà e i diritti che la legge riconosce all'indagato, a meno che essi siano riservati personalmente a quest'ultimo e che l'indagato ha le facoltà e i diritti attribuiti dalla legge tra cui in particolare: di presentare memorie, istanze, richieste e impugnazioni; di ottenere l'assistenza di un interprete se straniero; a conferire con il difensore se detenuto; di ricevere avvisi e notificazioni; di togliere effetto, con espresa dichiarazione, all'atto compiuto dal difensore prima che, in relazione allo stesso, sia intervenuto un provvedimento del Giudice; di richiedere a proprie spese copia degli atti depositati; di presentare istanza di patteggiamento; di rendere dichiarazioni alla Polizia Giudiziaria e al Pubblico Ministero; di presentare istanza di oblazione nei casi in cui è consentito dalla legge; di avere notizie sulle iscrizioni a suo carico;-----
- Vi è obbligo di retribuzione del difensore nominato d'ufficio ove non sussistano le condizioni per accedere al gratuito patrocinio a spese dello Stato di cui al puto che segue, e che in caso di insolvenza si procederà ad esecuzione forzata;
- Ai sensi e per gli effetti di cui alla Legge 30.7.1990 n. 217 e successive modificazioni e integrazioni, potrà essere richiesta l'ammissione al patrocinio a spese dello Stato qualora ricorrano le condizioni previste dalla citata legge ed in particolare che, secondo l'art. 3 della citata legge:
 1. Può essere ammesso al patrocinio a spese dello Stato chi è titolare di un reddito imponibile ai fini dell'imposta personale sul reddito, risultante dall'ultima dichiarazione, non superiore attualmente ad **Euro 11.369,24** (l'importo è aggiornato periodicamente a norma dell'art. 77 D.P.R. 30 maggio 2002 n. 115).-----
 2. Se l'interessato convive con il coniuge o con altri familiari il reddito è costituito dalla somma dei redditi conseguiti nel medesimo periodo da ogni componente della famiglia ivi compreso l'istante. In tal caso, i limiti indicati al punto 1 sono elevati di **Euro 1.032,91** per ogni familiare convivente con l'interessato.-----
 3. Ai fini della determinazione dei limiti di reddito sopra indicati si tiene conto anche dei redditi che per legge sono esenti dall'IRPEF o che sono soggetti a ritenuta alla fonte a titolo d'imposta, ovvero ad imposta sostitutiva.
 4. Si tiene conto del solo reddito personale nei procedimenti in cui gli interessi del richiedente sono in conflitto con quelli degli altri componenti il nucleo familiare con lui conviventi.-----/

Il sig. _____ a norma dell'art. 161 c.p.p. viene invitato a dichiarare uno dei luoghi indicati nell'art. 157, comma 1 c.p.p. (luogo di abitazione o di esercizio abituale dell'attività lavorativa) ovvero ad eleggere domicilio per le notificazioni, con l'avvertimento che, nella sua qualità di persona sottoposta alle indagini, ha l'obbligo di comunicare ogni mutamento del domicilio dichiarato o eletto e che in mancanza di tale comunicazione o nel caso di rifiuto di dichiarare o eleggere domicilio, le notificazioni verranno eseguite mediante consegna al difensore, nonché ad esercitare la facoltà di nominare un difensore di fiducia, quindi all'uopo dichiara:-----/

di eleggere il domicilio presso lo studio del difensore d'ufficio Avv. (cognome nome).-----

di nominare quale difensore di fiducia _____

di non essere in grado di nominare un difensore di fiducia.-----

Atteso quanto sopra, **si provvede a nominare quale difensore d'ufficio** l'avv. (cognome nome) del Foro di (città) con studio a (luogo e indirizzo), tel. (prefisso e numero), fax (prefisso e numero), email (indirizzo mail), il cui nominativo è stato reperito dall'elenco fornito dall'Ordine Forense degli avvocati designati d'ufficio tramite portale internet a ciò preposto.-----

In merito a detta nomina, l'interessato dichiara :-----/

Il presente verbale è stato tradotto in lingua _____ poiché il nominato non è conoscitore della lingua italiana. – Fatto, letto, confermato e sottoscritto dal verbalizzante e dalla parte che riceve copia del presente atto per i soli usi consentiti dalla legge.

L'interessato

I verbalizzanti

ANNEX I

Indicative model Letter of Rights

The sole purpose of this model is to assist national authorities in drawing up their Letter of Rights at national level. Member States are not bound to use this model. When preparing their Letter of Rights, Member States may amend this model in order to align it with their national rules and add further useful information. The Member State's Letter of Rights must be given upon arrest or detention. This however does not prevent Member States from providing suspects or accused persons with written information in other situations during criminal proceedings.

You have the following rights when you are arrested or detained:

A. ASSISTANCE OF A LAWYER/ENTITLEMENT TO LEGAL AID

You have the right to speak confidentially to a lawyer. A lawyer is independent from the police. Ask the police if you need help to get in contact with a lawyer, the police shall help you. In certain cases the assistance may be free of charge. Ask the police for more information.

B. INFORMATION ABOUT THE ACCUSATION

You have the right to know why you have been arrested or detained and what you are suspected or accused of having done.

C. INTERPRETATION AND TRANSLATION

If you do not speak or understand the language spoken by the police or other competent authorities, you have the right to be assisted by an interpreter, free of charge. The interpreter may help you to talk to your lawyer and must keep the content of that communication confidential. You have the right to translation of at least the relevant passages of essential documents, including any order by a judge allowing your arrest or keeping you in custody, any charge or indictment and any judgment. You may in some circumstances be provided with an oral translation or summary.

D. RIGHT TO REMAIN SILENT

While questioned by the police or other competent authorities, you do not have to answer questions about the alleged offence. Your lawyer can help you to decide on that.

E. ACCESS TO DOCUMENTS

When you are arrested and detained, you (or your lawyer) have the right to access essential documents you need to challenge the arrest or detention. If your case goes to court, you (or your lawyer) have the right to access the material evidence for or against you.

F. INFORMING SOMEONE ELSE ABOUT YOUR ARREST OR DETENTION/INFORMING YOUR CONSULATE OR EMBASSY

When you are arrested or detained, you should tell the police if you want someone to be informed of your detention, for example a family member or your employer. In certain cases the right to inform another person of your detention may be temporarily restricted. In such cases the police will inform you of this.

If you are a foreigner, tell the police if you want your consular authority or embassy to be informed of your detention. Please also tell the police if you want to contact an official of your consular authority or embassy.

G. URGENT MEDICAL ASSISTANCE

When you are arrested or detained, you have the right to urgent medical assistance. Please let the police know if you are in need of such assistance.

H. PERIOD OF DEPRIVATION OF LIBERTY

After your arrest you may be deprived of liberty or detained for a maximum period of ... [fill in applicable number of hours/days]. At the end of that period you must either be released or be heard by a judge who will decide on your further detention. Ask your lawyer or the judge for information about the possibility to challenge your arrest, to review the detention or to ask for provisional release.



QUESTURA DI (città)

OGGETTO: COMUNICAZIONE SCRITTA ALL'ARRESTATO/FERMATO EX ART. 386 C.P.P.

Il giorno _____ alle ore _____ presso _____

Noi sottoscritti Ufficiali/Agenti di P.G. _____

Diamo atto che, avendo proceduto all'arresto/fermo per il reato di cui all'art. _____

Nei confronti di _____

Nato a _____

Identificato a mezzo _____

Abbiamo informato il predetto sig. _____

Ai sensi dell'art. 386 c.p.p. che egli ha:

- a) la facoltà di nominare un difensore di fiducia e di essere ammesso al patrocinio a spese dello Stato nei casi previsti dalla legge;
- b) il diritto di ottenere informazioni in merito all'accusa;
- c) il diritto all'interprete e alla traduzione di atti fondamentali;
- d) il diritto di avvalersi della facoltà di non rispondere;
- e) il diritto di accedere agli atti sui quali si fonda l'arresto o il fermo;
- f) il diritto di informare le autorità consolari e di dare avviso ai familiari;
- g) il diritto di accedere alla assistenza medica di urgenza;
- h) il diritto di essere condotto davanti all'Autorità Giudiziaria per la convalida entro 96 ore dall'avvenuto arresto o fermo;
- i) il diritto di comparire dinanzi al Giudice per rendere l'interrogatorio e di proporre ricorso per cassazione contro l'ordinanza che decide sulla convalida dell'arresto o del fermo.

Il suddetto obbligo di informazione è stato assolto mediante consegna nelle mani dell'arrestato/fermato di copia della presente comunicazione scritta debitamente tradotta nella lingua _____ che lo stesso dichiara di saper leggere e comprendere.

Il contenuto della presente comunicazione è stato tradotto oralmente nella lingua conosciuta dallo straniero da _____

Firma dell'arrestato/fermato per ricevuta

Firma dell'Ufficiale/Agente di P.G.

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- de Rienzo C. (née Everett-Heath) (2010) *Administrative Procedure Act (1990, as amended 2010) (English Translation of Legge 7 agosto 1990 n. 241)* <http://www.legislationline.org/topics/country/22/topic/83> (last accessed on May 24, 2016).
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