



Foreign &  
Commonwealth  
Office

FCO Services  
King Charles Street  
London SW1A 2AH

Website: <https://www.gov.uk>

18 September 2018

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 0902-18**

Thank you for your email of 14 August 2018 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*1. By which category of person or agency was the initial draft of this translation into Dutch made when the commission from DExEU was received by FCO Services:*

*a) an internal employee of FCO Services?*

*b) an employee of FCO Services in another category of employment (such as temporary or probationary employee, integree on loan, or intern)?*

*c) an individual contractor who works at FCO Services?*

*d) a specific or designated translation service within the Civil Service housed elsewhere within HM Government?*

*e) an external commercial translation agency with which FCO Services has a regular individual contractual relationship?*

*f) an external commercial translation agency with which there is an HM Government-wide regular contractual relationship?*

*g) an external commercial translation agency with which FCO Services made a specific contract for the translation of this document?*

*h) other (if so, please describe)?*

*2. By which person(s) or agency was the initial draft of this translation checked, edited and/or proofread before being sent to DExEU for publication in mid-July? (Please indicate all categories which apply.)*

*a) an internal employee or employees of FCO Services who has/have Dutch?*

*b) a person or persons who has/have in Dutch working at or in FCO Services in another type of employment relationship (such as temporary or probationary employee, integree on loan, or intern)?*

*c) a person or persons or a unit elsewhere within FCO with a specific or designated linguistic, translation or editing function?*

*d) a person or persons or a unit elsewhere in the Civil Service with a specific or designated linguistic, translation or editing function?*

*e) by nobody?*

*3. If the answer to question 1 was any category of person working in or for FCO Services, did the initial translator use machine (also known as 'automated' or 'computer') translation:*

*a) instead of translating manually?*

*b) as a time-saving working aid prior to a manual edit of the initial draft (the working method sometimes known as machine translation plus post-edit)?*

*4. If the answer to question 2 is that there was no check, edit or proofread of the translation by a person other than the creator of the initial draft as described in question 1 before the translation was sent to DExEU to be published, then what Civil Service policy or guidance document(s) or any other written description of the established working methods of the translation profession was/were consulted to decide that no such check, edit or proofread was required?*

*5. The word *bestaansmiddelen*, cited in the above Trouw report on the translation as originally published, is a spelling error for *bestaansmiddelen* and its occurrence indicates that no spellcheck was run on the document before publication. Is this because the computer(s) used in the preparation of the translation did not have Dutch language settings installed in the wordprocessor, or for some other reason?*

*6. Please state the job title(s) and team or unit name(s) of the person(s) at FCO Services who bore formal responsibility for the commissioning and publication of this translation, and what written procedures or documents are in place at FCO Services setting rules or guidelines for the commissioning, checking and publishing of DExEU translations out of English into another language.*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the FCO Services does hold information relevant to your request.

Please find below the information that FCO Services is releasing to you:

1. The initial draft of the translation was produced by a Dutch native-speaker professional English-Dutch translator working on a freelance basis for FCO Services.
2. The initial draft of the Dutch translation was checked by an English native-speaker professional Dutch-English translator working on a freelance basis for FCO Services.
3. Machine translation was not used.
4. Not applicable. The initial translation was checked in the manner indicated above.
5. The keyboard used was an English keyboard with Dutch spellchecker.
6. Formal responsibility for commissioning the translation of this document and the checking of its translation fell to the Head of FCO Services: Translation &

Interpreting. The translation was typeset and published by DExEU. We (FCO Services: Translation & Interpreting) do not have a written statement of procedure for the commissioning, checking and publication of translations. We have well-established, industry-standard processes in place which have served, and continue to serve, us and our customers extremely well. In the light of the feedback on this work, we have nonetheless carefully reviewed, and agreed on changes to, these processes with a view to improving them and ensuring that this highly unusual event does not occur again.

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If you would like a review of our decision, or if you wish to make a complaint, please write to the Central FOI Unit, Foreign and Commonwealth Office, Room WH2.177, King Charles Street, London, SW1A 2AH. E-mail: [foi-dpa.pmcs@fco.gov.uk](mailto:foi-dpa.pmcs@fco.gov.uk). You have 40 working days to do so from the date of this letter.

You can apply directly to the Information Commissioner. However, the Information Commissioner will not normally make a decision unless you have first exhausted the complaints procedure provided by the FCO. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

FOI Officer

FCO Services

