

RULES OF PROCEDURE¹

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¹ These Rules of Procedure (approved by the General Meeting of 16 March 2014) incorporate the changes to the By-Laws approved in the referendum held by the Association on 16 July 2018, as well as decisions taken by its General Meetings held between 1987 and 2014.

Title I – Working conditions, fees, and travel expenses

1 Working conditions

- **Simultaneous interpreting**

Simultaneous interpreting will be provided by two interpreters per booth for a maximum of seven hours. The interpreting fees and the number of interpreters required may change depending on the number of working languages, the working hours, and the subject matter of the meeting. If the assignment does not exceed one hour, a single interpreter may be sufficient.

- **Consecutive interpreting**

Consecutive interpreting in meetings with two working languages may be provided by a single interpreter in the event of assignments lasting half a day. Two interpreters will be required for consecutive interpreting lasting a full day. The number of interpreters will be increased depending on the number of working languages and the workload of the meeting.

- **Whispered interpreting (*chuchotage*)**

Whispered interpreting in meetings with two working languages may be provided by a single interpreter for assignments lasting no longer than two hours. Two interpreters will be required in all other cases. The number of interpreters will be increased depending on the number of working languages and the workload of the meeting. This mode of interpreting is suitable for a maximum of three participants.

- **Briefing day**

A briefing day is a preliminary meeting with the client to provide the interpreter(s) with a deeper understanding of the forthcoming meeting and the terminology to be used.

The interpreter will translate only from and into the languages of his/her combination.

A conference interpreter engaged for a conference interpreting assignment will not carry out tasks of a different nature (e.g., written translations). However, where the interpreter deems it appropriate, and if this does not interfere with the service provided by the interpreting team, he/she may accept additional tasks for an appropriate remuneration and under a separate agreement. The interpreter will translate only from and into the languages required by his/her specific interpreting assignment.

The interpreter may request to be exonerated from an interpreting assignment:

- if he/she provides due notice within a reasonable timeframe, and proposes an equally qualified and skilled replacement interpreter, or
- in the event of *force majeure*.

Recording or online streaming of simultaneous or consecutive interpretation may be authorised only in cases of particular needs. Any such recording or online streaming and the related conditions will be subject to the prior explicit consent of the interpreter.

If the members of the interpreting team consent to their interpretation being recorded or broadcast online, they may charge an extra fee (equal to at least 25% on average of the agreed daily interpreting fee) for each service².

² General Meeting 1998.

The interpreter must be provided with working conditions enabling him/her to work in the best possible way. To this end:

- a) before the meeting, and within a sufficient timeframe, the interpreter must receive all the documents regarding the forthcoming assignment (presentations, programme, glossaries, etc.);
- b) the simultaneous interpreting equipment must be in perfect working order; the interpreting booths must have enough space to accommodate at least two interpreters, and be well ventilated, heated, adequately insulated, and located in such a position as to provide a perfect view of the meeting room, of the speaker, and of the projection screen;
- c) excellent acoustics must be provided in rooms where consecutive or whispered interpreting is to be carried out.

2 Fees

Fees will be quoted on a daily basis and will not be divided into hourly or part-day fees.

In the event of a confirmed interpreting assignment being cancelled less than 15 days before its start, the interpreter will be entitled to receive the full fee agreed.

Interpreting may be provided on a free-of-charge basis only for humanitarian purposes, or with a view to enhancing the Association's public image³. Any proposal to provide free-of-charge interpreting services must be priorly submitted to the Governing Board for approval (in accordance with existing practice).

Any agreement entered into between groups of members of the Association and public or private bodies are to be reported to the Governing Board⁴.

3 Travel Expenses

All conditions governing travel expenses must be based on the professional domicile selected by the interpreter and not on his/her place of residence.

The interpreter will choose his/her professional domicile.

The professional domicile – which is not necessarily the interpreter's address for tax purposes or place of residence – represents the place from which travel expenses will be calculated. This provision is intended to ensure equal treatment of all members with respect to their place of work, as well as to safeguard the client.

Any change of professional domicile must be notified by the member involved to the Representatives or contact members of the regions concerned (the region of the old professional domicile and the one of the new professional domicile) by 31 October of any given year⁵.

In all other cases, the notice must be given to the Governing Board by the same deadline. The new professional domicile will become effective as of 1 January of the following year.

³ General Meeting 1998.

⁴ General Meeting 2006.

⁵ Members accredited with EU institutions will comply with the EU Agreement.

a) Reimbursement of travel expenses

Where an interpreter has to travel to a place other than the one of his/her professional domicile, he/she will agree with the client on the travel expenses due.

b) Hospitality

If the interpreter is unable to return to the place of his/her professional domicile after completing the day's interpreting assignment, he/she will agree with the client on the travel and accommodation expenses due (board and lodging in a minimum 3-star hotel).

c) Commuting

If the interpreter can reach his/her place of work and return to the place of his/her professional domicile on the same day within a reasonable timeframe, he/she may request reimbursement only of the relevant travel expenses, to be agreed with the client for each assignment. In this event, if the interpreter arrives late at the place of work for reasons of *force majeure* (strikes, protest marches, adverse weather conditions, etc.), he/she will in no way be held responsible⁶.

d) Day not worked (*jour chômé*)

If any days not requiring interpreting services fall in between the days of an interpreting assignment in a place other than the one of the interpreter's professional domicile, the days not worked will be remunerated at an amount equal to 50% of the daily interpreting fee.

e) Allowance for loss of earnings (*manque à gagner*)

The interpreter will receive an allowance for loss of earnings equal to 50% of the daily interpreting fee for the previous and/or subsequent day of the assignment when the distance from the place of his/her professional domicile and the place of the interpreting assignment involves travel for all or most of a day and the interpreter is unable to accept other assignments on these days.

Title II – Admissions

1 Central Admissions Coordinator

The Central Admissions Coordinator will be appointed by the Governing Board.

Role of the Central Admissions Coordinator

The Central Admissions Coordinator will play an advisory role for the Regional Admissions Committees. He/she will conduct a formal check of the documents accompanying applications for membership and for addition of working languages submitted by the same Committees or received directly from applicants. The Central Admissions Coordinator will also be in charge of drafting a summary list of applicants and submitting their applications to the Governing Board by the end of January of the year following that of submission.

2 Regional Admissions Committees

The Regional Groups (see Regional Group Charter) will set up Regional Admissions Committees and appoint their members according to principles of seniority and language competence.

⁶ General Meeting 2013.

Role of Regional Admissions Committees

The Regional Admissions Committees will be in charge of collecting and assessing membership applications within their regions and, where necessary, examining applicants.

If no Regional Admissions Committee is available in a given Italian area, applications will be assessed by the nearest Regional Admissions Committee. The heads of the Regional Admissions Committees will consult with the Central Admissions Coordinator by the end of December of the year of submission of applications.

3 Requirements – applications for membership

3.1 Decision-making powers

- a) All decisions regarding admissions will be made by the Regional Groups. The latter will decide on the merits of the applications for admission as Full, Candidate, and Trainee Members, as well as for addition of working languages. Applications will be accepted if they are approved by two thirds of the language booth concerned and subsequently by two thirds of the Full Members having their professional domicile in the region concerned.
- b) To decide upon applications for membership, the Regional Group must consist of at least eight Full Members. If the Regional Group has less than eight Full Members, the decisions will be taken by the nearest Regional Group.
- c) The General Meeting will confine itself to taking due note of newly admitted members.
- d) In the event of an interpreter applying for membership as a Full, Candidate, or Trainee Member, or for addition of working languages in a region without a formally established Regional Group, or in a region where the Regional Group has less than eight Full Members, he/she may submit his/her application to the nearest Regional Group, or to the Regional Group with which he/she has most contact. The Regional Group involved will assess the application after hearing the opinion of the Full Members of the regions directly concerned.
- e) If this admission procedure is not feasible, the applicant may submit his/her application directly to the Central Admissions Coordinator who, after due assessment, will submit it to the Governing Board.
- f) An interpreter may only exceptionally and for justifiable reasons submit his/her application for membership, or addition of working languages, directly to the Governing Board. After assessing the reasons for this direct submission and hearing the opinion of the applicant's Regional Group, the Governing Board will autonomously decide whether and how to process the application.
- g) All applications for membership, readmission to the Association, or addition of working languages, together with the supporting documents, must be submitted in electronic format within the specified time limits (Title II, Article 6).

3.2 Admission requirements

When submitting an application for membership as a Full, Candidate, or Trainee Member, the applicant must declare in writing, in compliance with the provisions of the By-Laws and these

Rules of Procedure, that he/she has read, understands, and agrees to abide by the said provisions, as well as by those of the Code of Ethics and of the Regional Group Charter. Applicants must also sign and return the form authorising the processing of their personal data.

3.3 Admission of Candidates (routine procedure)

Conference interpreters able to demonstrate that they have worked a minimum of 100 days, during which they have given clear and substantive proof of their professional competence, may apply for membership as Candidate Members. During their candidature, Candidate Members must comply with the working conditions established by the Association. At the end of the period of candidature, the Candidate Member must demonstrate that he/she has worked a minimum of 150 days and received a positive assessment from colleagues as part of a peer review process. The period of candidature may cease at any time on account of failure to comply with the Code of Ethics and/or the other provisions of Article 3.2 above. Application by a Candidate Member to be admitted as a Full Member must be submitted in compliance with the provisions and timeframes indicated in Article 3.1 above and Article 6 below, together with the required supporting documents (CV, list of days of professional interpreting, specifying the place of work, the title of the conference, and the names of the fellow interpreters on the team, as well as the declaration referred to in Article 3.2 above).

3.4 Admission of Full and Special Members (direct procedure)

Professional conference interpreters known to the Full Members of a Regional Group, able to document at least 250 days of professional interpreting, and with the prior consent of at least two thirds of the relevant language booth and, subsequently, two thirds of the Full Members of the relevant region, may apply directly for membership as Full or Special Members. Applicants must comply with the provisions and timeframes of Article 3.1 above and Article 6 below. The relevant Regional Group may require the applicant to complete a period of candidature. Applications for admission by groups of interpreters will not be accepted if any member of the group fails to meet the Association's requirements.

3.5 Trainee Members

a) Professional experience

No minimum number of days worked as a professional interpreter is required to be accepted as a Trainee Member of the Association. The provisions governing the application and the timeframes for submission are indicated in Article 3.1 above and Article 6 below.

b) Selection criteria

Holders of a second-cycle (or Master's) degree in conference interpreting conferred by a school of interpreting, an Italian or foreign University, or equivalent diploma, may apply for admission as Trainee Members.

The application will be assessed only after the applicant has been auditioned in an interpreting booth at least three times by Full Members with the applicant's languages.

c) Tutoring procedure

Once selected, Trainee Members will undertake to comply with the Code of Ethics and the other provisions of Article 3.3 above. Trainee Members must also agree to attend, as listeners, conferences at which the Association's Full Members are working and, where possible, to practise interpreting in a dummy booth. The Trainee Member will remain a Trainee until he/she has acquired 50 days of experience, of which at least 20 are days of actual interpreting work. The parameters for calculating the overall number of days required (50) will be as follows: two days of practice in a dummy booth or attendance of a conference will be equivalent to one day's actual interpreting work. The training period will have no time limit, and will last until the required number of days has been reached.

At the end of the training period, and after positive assessment by colleagues as part of a peer review process, the Trainee Member may apply for admission as a Candidate Member, availing him/herself of a fast-track procedure with respect to applicants who have not completed a training period within the Association. After the Trainee Member has applied for and been accepted as a Candidate Member, the subsequent procedure will be the same as the one applicable to all other Candidate Members, as provided for in Article 3.3 above.

d) Tutoring

Two types of tutoring may be provided:

A – Trainee Members are placed under the tutorship of all the Full Members of the Trainee's region. In accordance with the indications of the Regional Admissions Committee, regional Full Members will coordinate their activities so as to guarantee equal training opportunities to all the Trainee Members. A list of the meeting locations with dummy booth availability will be drawn up and sent to Full Members. Full Members will also receive a list of Trainee Members with a view to contributing to their training experience.

B – At the beginning of each year, the number of Trainee Members for each Regional Group will be determined on the basis of the number of Full Members willing to act as tutors to Trainee Members.

The list of applicants will be sent to the Full Members willing to act as tutors. The latter members will select the Trainee Members that they are prepared to follow for the entire training period. However, the ultimate responsibility for the Trainee Member will rest with the Full Member who originally selected him/her.

Trainee Members are, however, also encouraged to approach other Full Members of the Association, indicated by their tutors, in order to extend their training experience.

The type of tutoring system chosen (A or B) will be discussed and approved at Regional Group meetings, and the decision communicated to the Governing Board.

In either case (A or B), the Trainee Member will be given a report book (whose contents and layout will be decided jointly by the members of the Regional Admissions Committees and the Central Admissions Coordinator). The report book will be filled out by Full Members to testify the days of professional interpreting, practice in a dummy booth, or attendance of conferences as a listener that the Trainee Member has completed. The report book will be used as a supporting document for the subsequent application for admission as a Candidate Member.

Every six months, the Regional Admissions Committee will ask the Trainee Member to submit a copy of his/her report book in order to examine the progress made and, if necessary, to take corrective measures.

The Trainee Member must agree to be auditioned in an interpreting booth as many times as the Group may deem necessary. If the Trainee Member fails to make himself/herself available for such auditions for unjustified reasons, the training period will cease and he/she will have to file a new application.

The training period may cease at any time if the Trainee Member fails to comply with the Code of Ethics and/or the provisions of Article 3.2 above, or following negative assessment by colleagues.

4 Application to add other working languages

Members may add one or more languages under the procedures referred to in Article 3.1 above, and in Articles 5 and 6 below.

5 Extraordinary procedure for recognition of language combinations

Members may apply directly to the Central Admissions Coordinator to validate linguistic combinations officially accredited by the international organisations listed below.

This procedure will explicitly exclude assessment of the application by the Regional Groups.

The extraordinary procedure will apply to language combinations validated by the institutions, bodies, and agencies of the European Union, the Council of Europe, and the institutions, bodies, and agencies of the United Nations.

The above-mentioned list of organisations may be amended directly by the Governing Board following a proposal put forward by the Central Admissions Coordinator, or by a resolution of the General Meeting.

The member involved must file his/her application for recognition of language combinations accredited by the above-mentioned international institutions, together with an appropriate supporting document, directly with the Central Admissions Coordinator.

An appropriate supporting document is defined as an official document drawn up by the relevant international institution and clearly specifying the member's accredited language combinations (e.g., a declaration by the head of the relevant interpreting department, a certification of the outcome of a recruitment competition or of an accreditation test)⁷.

6 Timeframes for applications and objections

Applications must be submitted by 31 October of any given year to the Head of the Regional Admissions Committee, who will assess their formal adequacy. Applications must be accompanied by all the required supporting documents (CV, list of interpreting assignment days, specifying the place and title of the event, the composition of the interpreting team, and the declaration pursuant to Article 3.2 above, signed by the Head of the Regional Admissions Committee, or by the Governing Board, if the application has been submitted directly to the latter). The relevant Regional Group must meet to examine the application by 15 December of the year of submission. The decision of the Regional Admissions Committee will be immediately

⁷ General Meeting 2011.

communicated to the Central Admissions Coordinator, who will in turn notify the Governing Board thereof by the end of January of the following year.

Applications pursuant to Article 3.1, paragraphs d), e), and f) above must be submitted by 31 October of any given year.

If the Governing Board receives an application in accordance with Article 3.1, paragraph f) above, it will notify its decision to the relevant Region by 15 December of the year of submission at the latest.

Objections may be lodged only by Full Members belonging to a region other than the one in which the applicant has established his/her professional domicile.

After receiving the list of admissions (Trainee Members and Candidate Members) and of applications for adding other working languages from the regions that have approved them, the Governing Board will forward it to all the Full Members of the Association by 15 February of the year following that of submission, with a view to enabling them to lodge objections, if any. After receiving this list, Full Members may submit any objections by the end of February of the same year. Objections must be submitted to the Governing Board, which will examine their grounds and decide in full autonomy whether to accept or reject them.

7 Voting procedure for admissions

The General Meeting will take due note of the admissions approved by the Regional Groups, as well as discuss and decide on the applications filed as per Article 3.1, paragraphs e) and f) above that the Governing Board may have submitted to the General Meeting for approval. Voting will take place by secret ballot, and the result will be decided by absolute majority of the voting members.

Title III – Continuing Professional Development

Professional conference interpreting requires, by its very nature, continuing professional development. To be able to discharge their assignments in the best way, professional interpreters need to improve and update not only their linguistic skills (in their working languages) but also their non-linguistic knowledge of the specific fields in which they work.

The Association has set up a Continuing Professional Development (CPD) Committee, consisting of a minimum of three members and serving for a term of office equal to that of the Governing Board that has appointed it. The CPD Committee may be reconfirmed by the newly elected Board and be eligible for appointment for a maximum of four consecutive terms.

1. Terms of reference of the CPD Committee

- a) monitoring CPD activities undertaken by Full and Candidate Members;
- b) proposing CPD activities;
- c) approving the CPD initiatives mentioned in paragraph 3. a) below;
- d) collecting certificates of attendance of CPD initiatives;
- e) sending informal notices to Full and Candidate Members who have not completed their CPD cycle;
- f) reporting cases of default on the CPD obligation to the Governing Board;
- g) submitting annual reports on CPD activities to the General Meeting.

2. Number of CPD days for each two-year cycle

Full and Candidate Members must give evidence that, in each two-year CPD cycle, they have attended at least four CPD days, covering the languages of their language combinations to the best possible extent.

3. Types of CPD event

- a) CPD initiatives organised by universities, companies, agencies, or associations;
- b) CPD initiatives organised by the CPD Committee and/or by the Regional Groups; the latter will have to notify the CPD Committee thereof;
- c) Courses and activities abroad.

Participation in the initiatives referred to in paragraphs 3. a) and c) above must be submitted to the prior approval of the CPD Committee.

The certificates of attendance of the events mentioned in paragraphs 3. a), b), and c) above must be submitted to the CPD Committee by 31 December of each year.

The CPD Committee will submit a report on the data so collected to the General Meeting.

4. Sanctions

The following sanctions will be inflicted on Full and Candidate Members who have not completed their CPD cycle:

- a) informal notice issued by the CPD Committee;
- b) formal notice issued by the Governing Board;
- c) suspension from the Association until fulfilment of the obligation;
- d) expulsion from the Association after two years of suspension, to be decided by the General Meeting.

Title IV – Governing Board

The results of elections of the Governing Board may be challenged within 15 days of receipt of the minutes of the General Meeting in which the Governing Board has been elected. Objections must be submitted in writing and signed by at least one half plus one of the Full Members personally attending the General Meeting, and addressed to the outgoing or newly elected President, who will then proceed to reconvene the General Meeting.

The Governing Board will be convened whenever the President or one third of the Board members request a meeting.

The number of members making up the committees appointed by the Governing Board, pursuant to Article 20 of the Association's By-Laws, will be established on a case-by-case basis. Each committee will appoint an official rapporteur, who will liaise with the Governing Board.

Title V – Internal Appeals Board

Advisors to the Internal Appeals Board

Pursuant to Article 26 of the Association's By-Laws, the Internal Appeals Board may avail itself of the opinion of Advisors in the persons of the former Presidents of the Association.

Title VI – Voting procedures

1. Ordinarily, voting will take place by a show of hands. For issues considered of major importance by the Governing Board or by the General Meeting, or for applications for admissions or addition of working languages that the Governing Board may submit to the General Meeting (see Title II, Article 3.1, paragraph f), and Article 7), voting will take place by secret ballot.
2. Candidate Members may attend the General Meetings of the Association. They will have the right to speak, but not to vote. The General Meeting may, however, ask the attending Candidate Members to leave the room during the discussion of confidential matters⁸. The attending Candidate Members will not be allowed to participate in the discussion of agenda points relating to admissions.

Title VII – Membership dues

1. Upon their admission, Full Members will pay an admission fee whose amount will be determined by the General Meeting.
Full, Candidate, and Trainee Members will pay annual dues, whose amounts will be determined by the General Meeting for each category on the basis of the Association's forecast expenditure drawn up by the Treasurer, and approved by the General Meeting.
Following a proposal by the Governing Board and the Treasurer, the General Meeting may decide on special dues to be paid by Full, Candidate, and Trainee Members in proportion to their membership dues.
Special and Honorary Members will be exempt from paying membership dues.
2. Candidate Members will pay an annual membership fee equal to two thirds of the amount set for Full Members.
3. Trainee Members will pay an annual membership fee equal to half of the one set for Full Members.
4. Payment of membership dues must be made by 28 February of each year. The charge for overdue payment will be equal to 10% of the amount owed until 31 May of the same year, and to 20% until 31 August of the same year⁹.

Newly admitted Full, Candidate, and Trainee Members must settle their membership dues by the end of the month following the date of notice of their admission to the Association.

5. Based on the reports submitted by the Treasurer and the Regional Representatives, the General Meeting will set the percentage of annual membership dues to be withheld by the various Regional Groups.
Voluntary resignation from the Association will not exonerate Full, Candidate, or Trainee Members from payment of membership dues or any other special dues owed in respect of the current calendar year.

⁸ General Meeting 2002.

⁹ General Meeting 2002.