



MARKET SURVEY

Provision of legal revision in English and related activities

PRO-2249459617

- I. Scope and aim of the market survey** The ECB's Legislation Division (LEG) is launching a market survey to identify potential tenderers for the provision of the following Deliverables to the ECB: Drafting, editing and revision of legal texts drafted in English, and related activities, to a professional standard to ensure that draft ECB legal texts are drawn up clearly and precisely and comply with the European Union legislative drafting norms and conventions where applicable.
- II. Background information**
- Business area Directorate General Legal Services
- Division Legislation Division
- Function LEG is responsible for preparing legal acts and instruments of the ECB (including those pertaining to the Single Supervisory Mechanism) and of the European Systemic Risk Board for publication in the Official Journal of the European Union in all the official languages of the European Union and on EUR-Lex. In addition, LEG revises and translates pleadings in cases before the Court of Justice of the European Union, as well as other ECB legal texts drafted in English. LEG is also responsible for the translation into and from official EU languages of supervisory decisions addressed to credit institutions, as well as of other documents with a legal content, mainly in the economic, financial, banking, statistical, and accounting fields.
- Required skills For the purposes of this survey, the core skills and experience that the ECB considers necessary for suppliers to provide Works or Services to the ECB related to drafting, editing, and revision of legal texts drafted in English are:
- **mastery-level** command (i.e. native speaker standard) of **English**;
 - a **bachelor's** degree or a **master's** degree in **law** (or an equivalent degree) obtained from an institution where the degree programme is **taught fully in English**;
 - professional experience of a minimum of **one year** in drafting, editing and revising legal texts drafted in English either self-employed or as an employee, full time or part time. Remunerated traineeships undertaken after graduation will be taken into account when assessing relevant professional experience;
 - a very good knowledge of standard MS Office applications.
- In addition, the ECB considers the following experience to be an advantage:
- more than five years of relevant professional experience in drafting, editing and revising legal texts in English either self-employed or as an employee, full time or part time;
 - relevant professional experience in drafting, editing and revising legal texts in English in or with any of the following: (i) an EU institution or body; (ii) a central bank; (iii) a credit or financial institution;
 - relevant professional experience in practising law in English or in translating legal texts from or into English;
 - relevant professional experience in drafting, editing and revising legal texts in English in the areas of central banking, banking supervision, economics, statistics, finance, or litigation.
- III. How to participate in the market survey** Suppliers interested in participating in this market survey are invited to submit curriculum vitae (CV) in English in the [Europass format](#). Companies, as well as individuals and temporary groupings, are invited to submit CVs of the proposed suppliers who would perform the Works and Services under a framework contract, if awarded.



The CVs should quote the reference number above (PRO-2249459617) and the title “Provision of legal revision in English and related activities” and be sent to the following e-mail address LegalActs.Team@ecb.europa.eu with subject “Provision of legal revision in English and related activities - PRO-2249459617”.

Please note the following:

- Suppliers are invited to express their interest and availability to provide to the ECB drafting, editing and revision of legal texts drafted in English and related activities.
- The information and/or CVs submitted should be both complete, detailed, and as substantiated as possible (e.g. including all the relevant contact persons and/or names of the institutions to support professional experience and/or qualifications).
- Upon sending the documentation to the e-mail address above, suppliers will receive an automated reply from the ECB.

Data protection The ECB will process personal data received (such as names, contact details and other information provided in curriculum vitae) in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The ECB as the controller will process such personal data solely for the purpose of maintaining a database of potential suppliers (e.g. skilled and experienced translators who would be willing and able to provide the ECB with translation services). The processing of personal data for the purpose indicated above is based on Articles 5.1 (a) and (b) of Regulation (EU) 2018/1725. Recipients of personal data are dedicated ECB staff members and other third parties supporting the ECB in the procurement process including external contractors, national central banks or other partner organisations. Personal data provided as an indication of interest regarding future procurements will be retained for a maximum period of 5 years following the completion of the survey.

Data subjects have the right to access their personal data and correct any data that is inaccurate or incomplete. They also have (with some limitations) the rights to have their personal data deleted, restrict or object to the processing of their personal data in line with the relevant provisions of Regulation (EU) 2018/1725.

Data subject rights can be exercised by contacting us at LegalActs.Team@ecb.europa.eu. The ECB's Data Protection Officer at dpo@ecb.europa.eu answers all queries relating to personal data.

Data subjects have the right to have recourse to the European Data Protection Supervisor at any time if they consider that their rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing.

Companies should duly inform their proposed suppliers who would perform the Works and Services (i.e. staff members and subcontractors) whose personal data are submitted in this survey about the aforementioned elements of the processing of their personal data (e.g. the purpose and legal basis of the data processing, the recipients of personal data, the retention period, their data subject rights, and the contact information).

Follow-up to the market survey Participation in this survey does not constitute any obligation on the part of the ECB to invite the participants in the market survey to participate in any future ECB procurement procedure, to award them a contract, or to reimburse them for any expenses incurred in completing this market survey.

However, the ECB may subsequently decide to invite suitable and available suppliers¹ to submit proposals for the provision of legal revision services with a view to potentially awarding framework contracts.

Closing date: 03/04/2026

¹ Please note that the ECB collects market information on suitable and interested suppliers from many different sources. Therefore, other suppliers could be invited even if they did not participate in this market survey.