MASTER CONTRACT TO RECRUIT CONFERENCE INTERPRETERS FOR DISTANCE INTERPRETING/HYBRID EVENTS

(Form approved by the International Association of Conference Interpreters – AIIC – Version 2023)

BETWEEN

Name of Organization:

Address:

Telephone number: ……………………………………….. Fax: ………………………………………… E-mail:………………………………………………………..

hereinafter called "the Principal" and duly represented by

.................…………………………Capacity: on the one part,

AND

consultant interpreter/conference interpreter,

Address:

Telephone number:…………………………………………Fax: ………………………………………… E-mail:………………………………………………………..

hereinafter called "the Agent", on the other part, IT HAS BEEN AGREED AS FOLLOWS:

I. **Conference and Interpretation**

1.1 The Principal states that they are organising and bear responsibility for the following distance interpreting/hybrid conference:

Full title of conference:

Subject(s) to be discussed:

at: ............................ from: ..............................to:

Maximum length of meetings per day:

The first sitting on ....................................will begin at

The last sitting on .....................................will end at

1.2 The Principal states that they require:

....... interpreter(s) from ...... into ........ language(s) (...................) for ....... day(s) ( )

....... team(s) of interpreters from ....... into ....... language(s) (..........) for ........day(s) ( )

Co-ordinating interpreter/consultant interpreter/head of team(s): (name)

Interpretation will be simultaneous in .............. conference room(s)/channels.

Interpretation shall/shall not be recorded (see IV 4.7 overleaf).

The simultaneous interpretation equipment will be permanent/mobile booth/platform (as applicable)....……………………………………………..……..

Make/platform: .................................... Name of company responsible for equipment/platform (see IV 4.5 overleaf): ………………….

1.3 The duration of interpreter assignments shall be substantially shorter for meetings serviced by fully-remote distance interpreting than for conventional in-person meetings, owing to increased cognitive load and exposure to potentially harmful audio signals. For meetings held in hybrid[[1]](#footnote-1) mode, aggregate exposure to online speakers shall likewise be kept as low as possible.

1.4. **TRAVEL**

1. Travel arrangements (if applicable in hybrid events when interpreters work onsite):

2. Accommodation and subsistence (if applicable in hybrid events when interpreters work onsite):

1.5 **MISCELLANEOUS** (non-working days, briefing days, travel days, rest days. (if applicable):

1.6 **CANCELLATION CLAUSE**

*The total estimated budget for the interpretation services for the entire assignment is as follows:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Number of** | **Rate** | **Total** | **Payments** |  |
|  | **Interpreters** |  |  | Date | Currency |
| **Remuneration** |  |  |  |  |  |
| **Allowances** |  |  |  |  |  |
| **Expenses** |  |  |  |  |  |
| Recruiting and organizing expenses:  Agent's fees:  **TOTAL** |  |  |  |  |  |

*Principal’s copy/Agent’s copy (duly signed).*

II. **Subject of the contract:**

2.1 The Principal gives the Agent sole authority, which the Agent accepts, to recruit the team(s) of interpreters and co-ordinate their work for the conference specified above, in accordance with the conditions specified in the present Master Contract.

2.2 The present Master Contract shall result in the execution of individual contracts between the Principal and each of the interpreters recruited by the Agent in pursuance of the present contract. These contracts shall be prepared by the Agent and delivered to the Principal.

[alternative paragraph 2.2]

2.2 This contract is concluded directly between the Consultant Interpreter and either the Conference Organiser, or an intermediary entrusted by the conference organiser with full practical and financial responsibility for recruiting the interpreters on the organiser’s behalf.

1. **Obligations of the Agent:**

3.1 The Agent shall recruit the team(s) of interpreters as quickly as possible to ensure they have the necessary linguistic and professional experience to undertake the work involved.

3.2 The Agent shall verify that external microphones and proper cabled internet connection are used by interpreters who are working remotely. The interpreter shall be under no obligation to provide interpretation during distance interpreting unless the speaker uses a cabled internet connection andan ISO-compliant external microphone devoid of digital processing. The interpreter shall also be under no obligation to provide interpretation during distance interpreting if the audio signal is not of the requisite quality to ensure the proper understanding of speech overlaid with the interpreter’s voice and/or where the nature of the audio signal is such that it could be harmful to the interpreter. Interpreters for whom the audio signal is either of poor quality or perceptibly toxic[[2]](#footnote-2) shall be permitted to switch off until the signal has been improved to an acceptable level.

1. **Obligations of the Principal:**

4.1 The Principal shall make available the documents needed for interpreter preparation and work no later than ….. days before the conference and shall make the necessary arrangements for printed copies and/or digital files of any texts which are intended to be discussed or read aloud at a meeting to be delivered to the interpreters in due time.

4.2 The Principal shall inform the participants that the following instructions apply to all speakers:

- to speak at a moderate speed: 100 words (or 10 typewritten lines) per minute;

- to allow sufficient time for slides;

- where a written text is read aloud, certify that the interpreters receive it beforehand;

- during film presentations simultaneous interpretation shall only be rendered if interpreters are able to see the film and if the sound track is fed directly to the interpreter's headphones. Interpreters shall have access to the film or a script beforehand

4.3 The Principal shall ensure remote speakers use ISO-compliant external microphones and cabled internet connection so to allow sufficient sound quality for a proper understanding of the speech and also to protect the interpreters’ hearing, in accordance with the relevant ISO standards, which determine the requirements and recommendations for the use of distance interpreting platforms. Remote speakers shall join the meeting through a cabled connection (not WiFi) and the audio signal throughout the sound chain must be ISO-compliant[[3]](#footnote-3) (*i.e.*from the remote speaker’s setup and microphone through to the interpreters’ earphones).

4.4 Remuneration and allowances are determined by mutual agreement. Unless otherwise provided by law, the remuneration shall be paid net of withholding tax.

4.5 The Principal shall notify the Agent as soon as possible of the name of the firm responsible for supplying the simultaneous interpretation equipment and the name of the person responsible for technical arrangements in the conference room (if applicable in hybrid events).

The Principal and the Agent shall jointly verify that the equipment complies with the ISO standards in force at the time (ISO 2603 and ISO 4043) (if applicable in hybrid events) and that distance interpreting platforms comply with ISO standards in force at the time (ISO 24019:2022).

The use of television screens so as to improve the direct view of the speaker and the hall, or to replace such a direct view in exceptional circumstances, must be agreed upon in advance by the interpreters concerned.

4.6 The functions of the interpreter shall exclude the written translation of texts.

Unless recruited under the terms of this contract, no one may work as an interpreter to complement the team, or otherwise make use of the interpretation channels or the simultaneous interpretation equipment without the prior consent of the co-ordinating interpreter/consultant interpreter or head of team.

4.7 The Principal shall not record interpretation or permit recording or streaming by any person whatsoever unless the Agent agrees thereto in writing. If any recording and/or streaming takes place, a special provision to that effect shall be included in this contract and in the individual contracts of the interpreters concerned.

4.8 Travel conditions [if applicable] should be such that they do not impair either the interpreter's health or the quality of her/his work following a journey.

1. **Agent's remuneration:**

The Principal shall pay the Agent the recruiting expenses and fees mentioned in the above budget (see § I 1.3) as agreed overleaf.

1. **Jurisdiction clause:**

Any dispute relating to the interpretation or the application of the present contract shall be settled by the competent courts of the Agent's domicile.

VII. **Remarks:**

The Principal The Agent

(stamp of organization and authorized signature) (signature)

............................................ (place), .....................(date) ................................................. (place), ...................(date)

xx/xx/year

1. hybrid meetings are in-person conferences at which a minority or majority of active speakers may be remotely connected [↑](#footnote-ref-1)
2. Toxic sound is sound that is potentially damaging to the auditory system of the interpreter and/or meeting participant [↑](#footnote-ref-2)
3. For an audio signal to be ISO-compliant it should at no point in the sound chain be subjected to live digital signal processing (DSP) [↑](#footnote-ref-3)