First contract: Council of Europe

First contract at Council of Europe: practical information

VEGA Network.
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Council of Europe

Address

Avenue de l'Europe
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Premises

The Palais de l’Europe has 15 meeting rooms and a plenary chamber. It is located on Avenue de l'Europe, between the centre of Strasbourg and La Robertsau. You can get there from the town centre by taking the bus (numbers 6, 30 or 72) or by catching the tram (line E).

In the Palais de l'Europe, you will find a bank, a post office, a newsagent and various cafeterias. There is also a medical service for emergencies. These facilities are all located on the ground floor.

There are very few public access computers (a handful on the first floor, opposite the plenary chamber), but there is free Wifi access.

Across the river from the Palais de l'Europe are the Palais des Droits de l'Homme (European Court of Human Rights - 9 meeting rooms, including the Chamber used for hearings) and the Agora building (6 meeting rooms).

Further down the road towards La Robertsau is the European Pharmacopoeia (3 meeting rooms).

The Council of Europe also has offices in Paris (55 avenue Kléber, with meeting rooms) and Brussels (12 avenue de Tervuren, without meeting rooms).

Many meetings are held outside headquarters, throughout Europe, so there are frequently missions for interpreters.

Recruitment

Mrs. Sally Bailey-Ravet
Recruitment options are usually sent out by the Interpreting Secretariat by email; options become firm offers once the meeting has been confirmed (this can often be at short notice).

**Working languages**

French and English are the official languages of the Organisation (A-A or A-B combination required). Bilingual English-French meetings represent the bulk of the work in Strasbourg. German, Italian and Russian are additional working languages of the Organisation. Other languages may be used if delegations pay for the cost of interpretation.

The Council of Europe's Parliamentary Assembly, which holds four part-sessions a year, uses seven active languages (German, English, French, Italian, Russian, Spanish and Turkish). Greek is provided by the Greek delegation to the Assembly.

**Access**

All staff - which includes interpreters - have to wear badges on the premises of the Organisation. Temporary badges are issued at the main entrance to the Palais de l'Europe. Bring along some means of identification (passport, ID card, residence permit).

**Practical hints**

The Council of Europe is a Coordinated Organisation - please refer to the AIIC-Coordinated Organisations Agreement and Council of Europe Supplementary Agreement on the AIIC website for details on working conditions, remuneration, travel and insurance.

The programme of meetings is posted on the notice board in the interpreters' office situated on the 3rd floor of the Palais de l'Europe (behind meeting rooms 6 and 7).

Documents are generally sent to the interpreters' office a few days before the beginning of a meeting. They are available in French and English and occasionally in other working languages.

Payment takes place once a month. You will need to sign and return your contract, provide the Interpreting Secretariat with your bank details, and choose your pension fund (CPIC or CPIT - please refer to the AIIC-Coordinated Organisations Agreement for details), as well as your health insurance scheme (sécurité sociale or private insurance).

The Council of Europe has an AIIC professional delegation. Members are listed on the AIIC website. They can be contacted for any questions.

Council of Europe applies the rules of the [AIIC-Coordonnées Agreement](#)