

European Agency for Safety and Health at Work

ESENER 3: Translation and Adjudication report

Final Report



ESENER-3

(ENTERPRISE SURVEY ON NEW AND EMERGING RISKS)

TRANSLATION AND ADJUDICATION REPORT

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Introduction

The European Agency for Safety and Health at Work (EU-OSHA) conducts the European Survey of Enterprises on New and Emerging Risks (ESENER) every five years. This survey examines how safety and health risks are managed by workplaces across Europe.

Most data were collected through computer-assisted telephone interviewing (CATI). However, some respondents refused to participate in telephone interviews. In that case, the interviews were conducted by means of computer-assisted web interviewing (CAWI).

ESENER-3 is coordinated by the Kantar Public Division in Munich which is part of the German branch of the Kantar GmbH. The translation process was coordinated by the translation unit of Kantar Public Brussels (KPB).

As shown in [Table 1](#) below, this 3rd ESENER wave is carried out in 33 countries: the 28 EU member states and 5 additional countries. Kantar Public Brussels (KPB) selected translators and adjudicators for 28 languages, but the total number of national versions comes to 43. This disparity between the number of languages and national versions is due to the fact that:

- i) several countries share the same language (for example, French);
- ii) some countries (for example, Switzerland) may have several national/official languages

Cross-national equivalence is the cornerstone of multinational surveys, as it ensures cross-country comparability and the collection of trustworthy results. It is, therefore, essential to produce questionnaires that are equivalent across countries. To achieve this goal, the TRAPD methodology (Translation; Review; Adjudication; Pre-test and Documentation) was applied. This complex and challenging translation process was coordinated by the Kantar Public Brussels translation team.

Table 1

Countries	Languages	National versions	Screening countries	Country	Language	ISO Code	Shared language
1	1	1		Austria	German	aut_DEU	shared with che-deu-lux
2	2	2		Belgium	Dutch	bel_NLD	
	3	3		Belgium	French	bel_FRA	shared with che-fra-lux
3	4	4	1	Bulgaria	Bulgarian	brg_BUL	
4	5	5	2	Croatia	Croatian	hrv_HRV	
5	6	6	3	Cyprus	Greek	cyp_ELL	shared with grc
6	7	7	4	Czech Republic	Czech	cze_CES	
7	8	8		Denmark	Danish	dnk_DAN	
8	9	9	5	Estonia	Estonian	est_EST	
	10	10		Estonia	Russian	est_RUS	shared with ltu-lva
9	11	11		Finland	Finnish	fin_FIN	
	12	12		Finland	Swedish	fin_SWE	shared with swe
10		13		France	French	fra_FRA	shared with bel-che-lux
11		14		Germany	German	deu_DEU	shared with aut-che-lux
12		15	6	Greece	Greek	grc_ELL	shared with cyp
13	13	16	7	Hungary	Hungarian	hun_HUN	
14		17		Ireland	English	irl_ENG	adaptation only
15	14	18		Italy	Italian	ita_ITA	shared with che
16	15	19	8	Latvia	Latvian	lva_LAV	
		20		Latvia	Russian	lva_RUS	shared with est-ltu
17	16	21	9	Lithuania	Lithuanian	ltu_LIT	
		22		Lithuania	Russian	ltu_RUS	shared with est-lva
18		23		Luxembourg	French	lux_FRA	shared with bel-che-fra
		24		Luxembourg	German	lux_DEU	shared with aut-che-deu
	17	25		Luxembourg	Luxembourgish	lux_LTZ	
19		26	10	Malta	English	mlt_ENG	adaptation only
	18	27		Malta	Maltese	mlt_MLT	
20		28		Netherlands	Dutch	nld_NLD	
21	19	29		Poland	Polish	pol_POL	
22	20	30	11	Portugal	Portuguese	prt_POR	
23	21	31	12	Romania	Romanian	rou_ROM	
24	22	32	13	Slovak Republic	Slovak	svk_SLO	
25	23	33	14	Slovenia	Slovenian	svn_SLV	
26	24	34		Spain	Spanish	esp_ESP	
27		35		Sweden	Swedish	swe_SWE	shared with fin
28		36		United Kingdom	English	gbr_ENG	adaptation only
				Candidate Countries			
29	25	37	15	Macedonia	Macedonian	mkd_MKD	
30	26	38	16	Serbia	Serbian	srb_SRP	
				EFTA			
31	27	39	17	Iceland	Icelandic	isl_ISL	
32	28	40		Norway	Norwegian	nor_NOR	
33		41		Switzerland	French	che_FRA	shared with bel-fra-lux
		42		Switzerland	German	che_DEU	shared with aut-deu-lux
		43		Switzerland	Italian	che_ITA	shared with ita

Section 1 – the translation/localization process

1.1 For the “main languages”: the TRAPD methodology

As mentioned in the introduction, cross-national equivalence is of critical importance in cross-national surveys. To achieve cross-national equivalence, the ESENER-3 questionnaire was translated using a team approach, called the TRAPD methodology. TRAPD stands for “*Translation; Review; Adjudication; Pre-test and Documentation*”. This approach consists of five steps (see Section 2 for more detailed information on each of the steps):

T – Translation: two independent translations were produced by senior linguists, well-versed in the translation of questionnaires.

R – Review: both translators analysed the translation performed by the other translator, and offered explanatory comments/remarks for improvement, when necessary.

A – Adjudication: the translations were reconciled by an adjudicator, selected by Kantar Public Brussels for his/her experience in questionnaire development and data collection instruments. For ESENER-3, this adjudication phase was more sophisticated, and contained the following phases:

- 1) The adjudicator merged the two independent translations into one single version, selecting the best translation for each question and item and taking into consideration the comments of the translators.
- 2) EU-OSHA’s focal point experts reviewed the adjudicated version and provided feedback, highlighting what needed to be addressed in the translation. The focal point checks focused on the new and modified questions.
- 3) The adjudicated version, with comments from EU-OSHA’s focal points, was then sent to both translators and the adjudicator prior to an Adjudication Meeting. The Adjudication Meetings mainly took place online, via Skype for Business. During the Adjudication Meeting, both translators and the adjudicator discussed the choices made during the Adjudication phase, and implemented the changes suggested by EU-OSHA’s focal points, when necessary.
- 4) The updated questionnaire was proofread by another independent linguist (not yet involved in the translation of the ESENER-3 questionnaire), whose task consisted in identifying minor mistakes and commenting on them, without implementing the changes.
- 5) Lastly, the adjudicator was responsible for checking the comments written by the final proofreader, and for implementing the changes suggested by the final proofreader, when necessary.

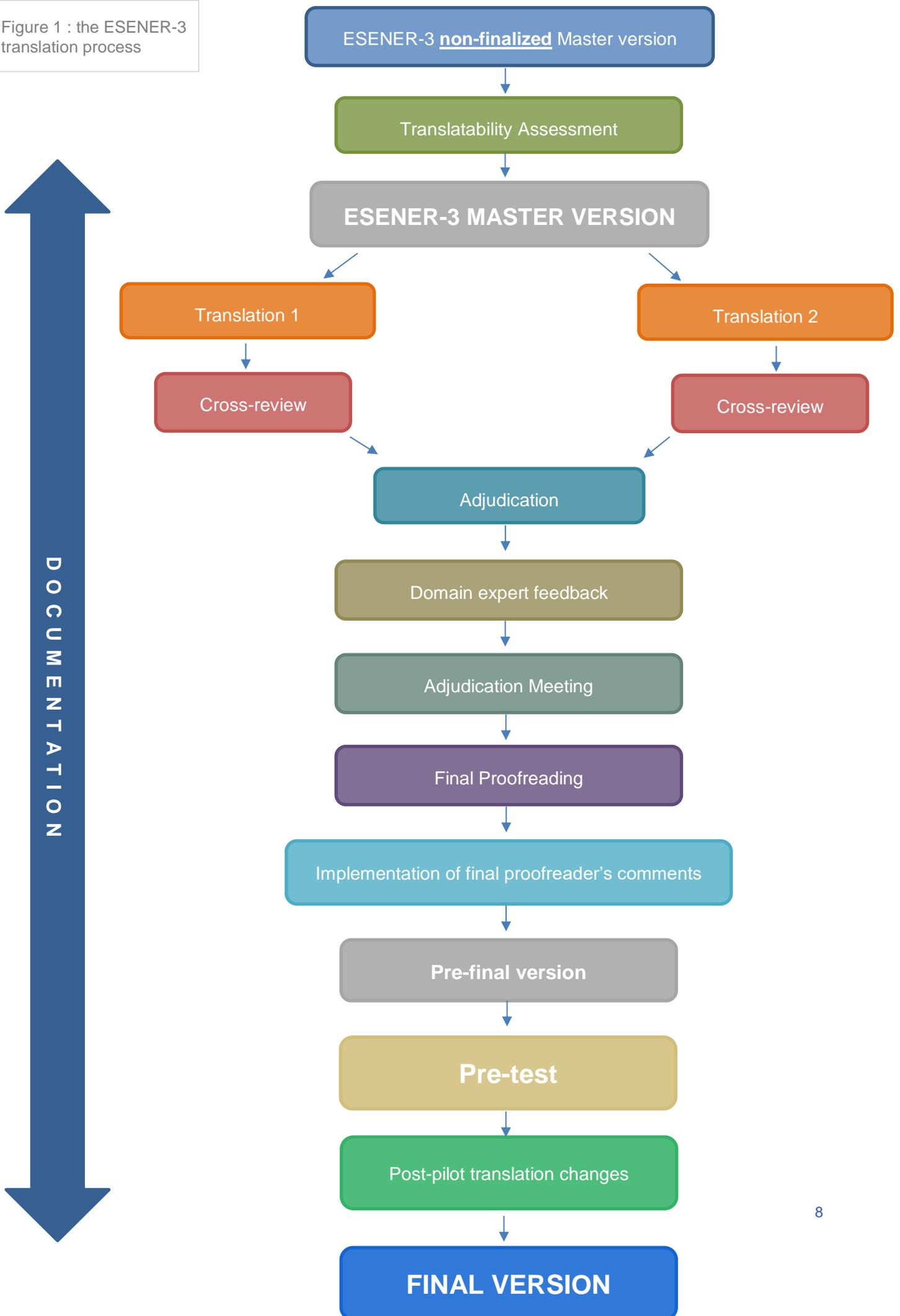
P – Pre-test: All national language versions were tested in a small-scale preliminary study (called pilot study) with 30 interviews per country (40 in countries using more than one language version). After the pilot, the survey results were analysed in order to identify questions or items that were not well understood by respondents or interpreted in different ways by different respondents, thus potentially jeopardizing cross-country comparability. These “problematic” questions or items were deleted or edited in the Master questionnaire. The changes in the Master questionnaire were then replicated in each translation.

D – Documentation: the entire process is documented, with all interim versions and with English-language comments on the choices taken.

Prior to commencing this TRAPD process, Kantar Public Brussels performed a “*translatability assessment*”. This consisted in a rough translation of the English master questionnaire into 3 languages. Its aim is to identify and circumvent potential linguistic, sociolinguistic, or cultural issues that could arise during the translation process.

The whole process (translatability assessment + TRAPD design) is shown in **Figure 1**, below.

Figure 1 : the ESENER-3 translation process



1.2 For shared language versions – Localization and harmonization

Shared language versions are languages shared by different countries (for example, French is the “main language” for France, but the “shared language version” for Belgium, Switzerland and Luxembourg). For each shared language version used in ESENER-3, there is a “main language” version which is used as starting point. The “main language version” is the version to which the English master questionnaire was translated in the first step, by two translators and an adjudicator. Usually, the “main language version” was produced for the country using only this language and no other version. Where more countries use only this language, the “main language” version was made for the largest of these countries (e.g. Greece instead of Cyprus for the Greek version, Germany instead of Austria for the German version).

Here is the list of shared languages:

- German: is the “main language” for Germany (DE), and is the shared language for Austria (AT), Switzerland (CH) and Luxembourg (LU).
- Greek: is the “main language” for Greece (EL) and is the shared language for Cyprus (CY).
- French: is the “main language” for France (FR) and is the shared language for Switzerland (CH), Belgium (BE) and Luxembourg (LU).
- Italian: is the “main language” for Italy and is the shared language for Switzerland (CH).
- Russian: is the “main language” for Estonia (EE) and is the shared language for Latvia (LV) and Lithuania (LT).
- Swedish: is the “main language” for Sweden (SE) and is the shared language for Finland (FI).

For shared languages versions, the process was as follows:

- 1) The shared language versions “borrowed” the “main language” versions after the adjudication (point A (1) above; after the cross-review, but before the Domain Expert feedback). The adjudicators (who tend to be called “adaptors”, in this case) for shared language versions were asked to use this version as a basis, and then to adapt the translation to local usage and context where necessary.

For example, for the French version from Belgium, the Belgian adaptor used the adjudicated version from France (before the Domain expert feedback) and localized/adapted the specific terminology, country/institution names, etc. to the Belgian context.

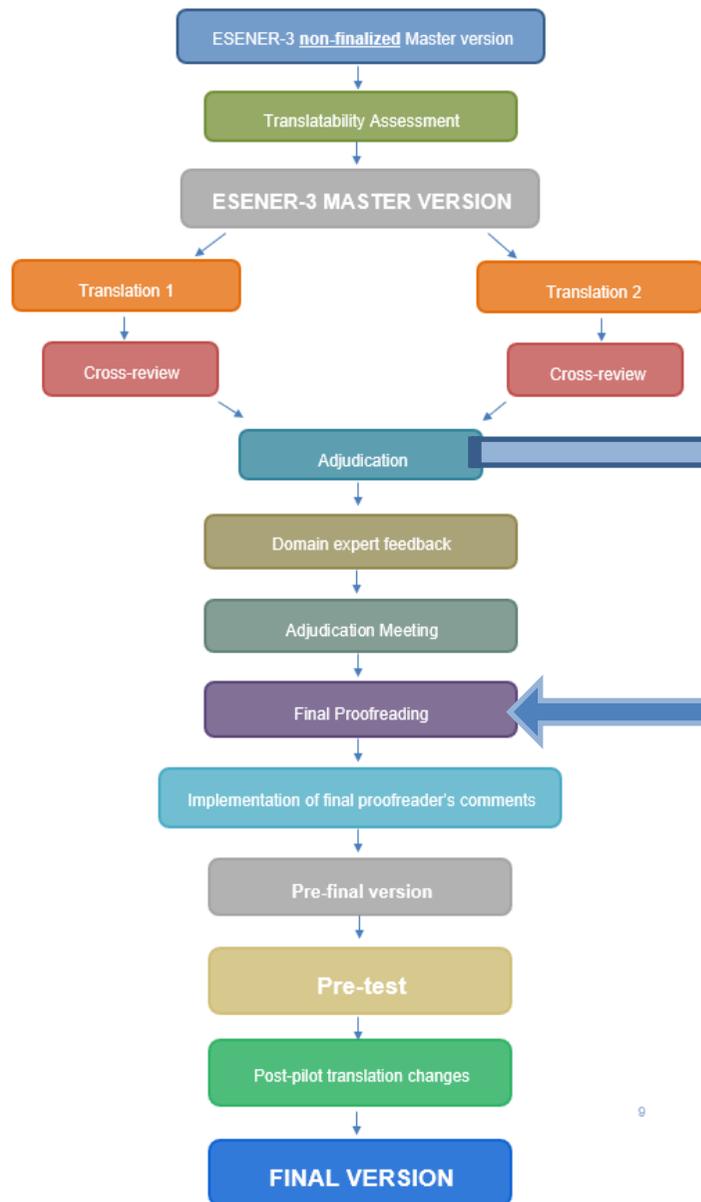
- 2) After the localization/adaptation phase came the Domain expert feedback, during which EU-OSHA’s focal points provided feedback, highlighting what needed to be edited in the translation.
- 3) This step was followed by a Common Review Meeting (also called “harmonization meeting”), i.e. a meeting between all adjudicators/adaptors of countries sharing the same language. During this meeting, all adjudicators/adaptors of countries sharing the same language (for example, French-speaking countries) discussed the specific changes that had been made in their national version. They also checked whether these changes needed to be replicated (or not) in the other national versions. The purpose was to ensure the comparability among

shared languages.

- 4) Lastly, the rest of the process was identical to the process for the “main languages”.

The whole process is shown in **Figure 2**, below (with French-speaking countries as an example)

TRAPD process (for France, for example)



Localization/harmonization process (for French-speaking countries, for example)

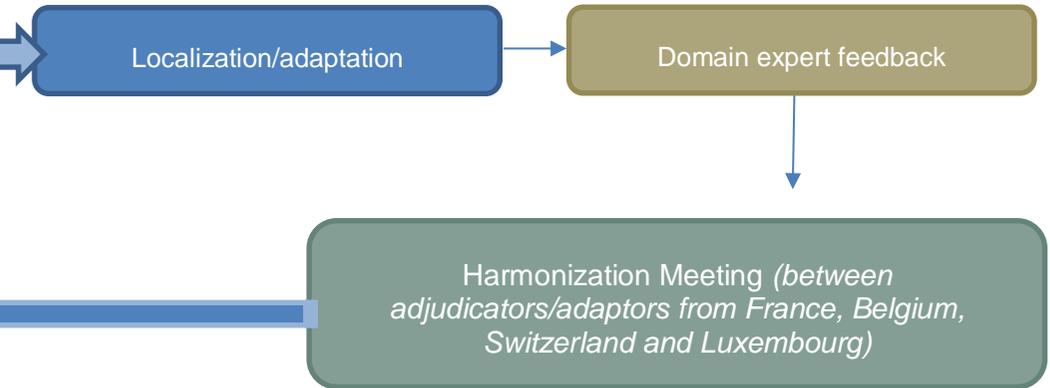


Figure 2: the ESENER-3 localization/adaptation process

1.3 For English-speaking countries

The English-language versions for Ireland, Malta and the United Kingdom did not follow the standard translation/ localization process as they had been adapted from the master questionnaire.

The adjudicator adapted the Master version to the country specificities (specific terminology, name of institutions, etc.) in the United Kingdom and in Ireland. These versions were then sent to EU-OSHA's focal point experts for a further check with regard to the health and safety terminology and other issues.

In addition to national adaptations, both focal point experts had some suggestions for improvements to details of the English wording, independent of any national peculiarities. These suggestions were checked by the central coordination team, the EU-OSHA team and the local adjudicator. Suggestions that were considered as very unlikely to have any impact on the meaning or interpretation of the wording were then implemented in the English language versions for the United Kingdom, Ireland and Malta. The changes were however not implemented in the English master questionnaire since this version was the starting point for the translation into all other languages. The versions for the English-speaking countries therefore differ with regard to some minor details from the English master questionnaire version.

Section 2 – The ESENER-3 specificities

2.1 Questionnaire

The questionnaire used as starting point for the translation was drawn up by a team of health and safety, and survey experts. The team consisted of 7 persons:

- Xavier Irastorza and Marine Cavet from the European Agency for Safety and Health at Work
- Ivars Vanadzins from the Riga Stradins University in Latvia
- Irene Houtman from TNO in the Netherlands
- Arnold Riedmann, Josef Hartmann and Sebastian Bechmann from Kantar Public Division, Kantar Munich.

In addition, further health and safety experts were consulted on the part of EU-OSHA regarding specific questionnaire items and provided their input.

The questionnaire set up for ESENER-3 was built upon the final master questionnaire version used for the previous survey wave, ESENER-2, in 2014. About two-thirds of the questions used in this previous survey wave were taken over to the ESENER-3 questionnaire without any changes to the English master questionnaire wording.

The master version for ESENER-3 was set up in the Qlib questionnaire format, Qlib being a specific questionnaire software developed by Kantar. For translation, the Qlib questionnaire was exported into an Excel format. The Excel format ensures an easy documentation of all translation steps and a quick and error-free over-writing of the programmed English master CATI and CAWI scripts. In the Excel version, separate table cells are used for each question and each item.

A questionnaire template can be found in **Annex 2** of this report.

2.2 Question types

In the questionnaire, three types of questions were differentiated. During the entire translation/localization process, the linguists were asked to adopt a different approach for each question type.

- **Trend items** (marked with the letter “t” in column B of the questionnaire, and in blank rows): these items remained unchanged versus the previous ESENER wave (ESENER-2). During the entire translation and adjudication process, Kantar insisted on the fact that the translation of trend items should - as far as possible - remain unchanged (in order to keep the trends, and to be able to compare the survey results from one wave to the other).
- **Modified items** (marked with the letter “m” in column B of the questionnaire, and in orange/pink rows): items that existed in previous ESENER waves, but which had been modified for ESENER-3. The linguists were asked to edit the parts that needed to be edited, and to leave the other parts unchanged, as far as possible.
- **New items** (marked with the letter “n” in column B of the questionnaire, and in blue rows): items that did not exist in previous waves, and for which no translation existed. These items needed to be translated from scratch.

2.3 Item-per-item guidelines

Even though most ambiguities/difficulties in the master version were circumvented during the translatability assessment, other challenges may arise during the translation process. The translatability assessment helped identify the ambiguities/difficulties in the master version and to write clear item-per-item guidelines.

These item-per-item guidelines are of vital importance: they provide the linguists with more information about the intent of the question, the meaning of certain terms and – for modified items - the changes versus the previous ESENER waves.

For all trend and most modified questions, the translation files for ESENER-3 additionally included the item-per-item guidelines set up for the translation of the ESENER-2 questionnaire. These were meant to alleviate the judgement for the translations of trend questions.

2.4 Errata

Five items were changed after the translation process started. These items were, therefore, considered as Errata. Most of these changes were implemented by the ESENER-3 coordination team due to feedback about translation difficulties or ambiguities regarding certain items. In order to ensure a fully comparable translation, in these five cases, it was agreed with EU-OSHA to modify the master version rather than to try to establish full comparability by adding further translation hints.

There were two errata after the cross-review phase (Q011_c4 and Q310_te), and three errata after the adjudication (Q109_in, Q203_i5 and Q312_te).

These late changes were highlighted in the questionnaire, as follows:

Q011_c4	n		250 or more employees	Changed after cross-reviews completed (it was "250 and more employees")
Q109_in	n		[[T99901_5]] With this we mean for example work on the premises of clients, on agricultural fields or other outdoor workplaces in public spaces.	With work on streets different kind of work typically taking place on streets is meant, e.g. sales stalls on street, construction work on streets, traffic policemen regulating the traffic on a street, garbage collection on the streets of a town etc. // Note after cross-review: Wording has been changed. It was "with this we mean for example work on streets, agricultural fields or the premises of clients" Please adapt translation. ATTENTION: The Master English version has changed after adjudication process. Please make sure to reflect the changes, as described in column D !
Q203_i5	n		The possibility for people with health strains-problems to reduce working hours	ATTENTION: The Master English version has changed after adjudication process. Please make sure to reflect the changes, as described in column D !
Q310_te	n		Does your establishment use digital technologies or information and communication technologies?	Wording of this question has been changed for clarification after cross-review. (It was: Does your establishment use digital or information and communication technologies?). Please make corrections, if needed.
Q312_te	n		In your opinion: Are these technologies associated with: any of the following issues?	ATTENTION: The Master English version has changed after adjudication process. Please make sure to reflect the changes, as described in column D !

The changes were clearly communicated to all persons involved in the translation process and care was taken to ensure that all national language versions reflected the modified master wordings.

2.5 Specific terminology

This document included a number of questions asking about health and safety institutions which are country-specific. To facilitate the linguists' task, EU-OSHA provided a list of the terminology specific for each country. The terminology in the list was compiled for ESENER-1, with the help of national experts from EU-OSHA's focal point network. In ESENER-2 and ESENER-3, the lists were again cross-checked by the national focal point experts and modified where necessary, e.g. due to changes in legislation.

The list of specific terms ensured that none of the translators or adjudicators translated these terms literally instead of using these specific terms which are commonly known among people in charge of safety and health at work (though not necessarily among the general public).

The Excel file with the specific terms was sent to all linguists involved in the translation process (translators, adjudicators/adaptors and proofreaders). They were instructed to follow this specific terminology while performing their task.

This list of specific terminology contained the 6 terms below, and their country equivalent:

Labour inspectorate
Works council
Trade union representation

Health and safety representative
Health and safety committee
Risk assessment

2.6 Instructions and guidelines

For each stage, specific instructions were prepared by Kantar. The instructions can be found in Annex 3-10.

2.7 Documentation

Each stage of the translation/localization process was carefully documented in the questionnaire file. This questionnaire contained the following elements:

- question type (new, modified or trend items)
- master version: the English source-version
- item-per-item guidelines
- translations 1 and 2
- cross-reviewer comments
- adjudicated version and comments
- EU-OSHA experts' version and comments
- version and comments after the adjudication meeting
- final proofreader's comments
- final version

A thorough and transparent documentation of the entire translation process is a key quality requirement for any survey of this kind. In case any doubts about a national wording should arise during or after the survey, the documentation of the translation process allows an easy check to be done on when, by whom and why a certain wording was chosen.

Section 3 – Procedures

3.1 Translatability Assessment

In cross-national surveys, it is of crucial importance that the source-version is as clear and unambiguous as possible. Identifying and solving potential ambiguities/difficulties in the master version helps the linguists to produce a better translation at a later stage.

Prior to the TRAPD process, Kantar Public Brussels received an almost final master version, and asked senior linguists to produce a draft translation for new and modified items. Kantar Public Brussels selected three different languages in which a draft translation should be produced.

For the selection, two restrictions had to be considered:

- The 3 languages needed to represent different language families.
- German, Dutch and Latvian languages were excluded, because Kantar Germany and its external experts in charge of the cognitive interviews in Latvia and the Netherlands had already translated the master questionnaire for the cognitive pre-test into these languages and reported back possible language issues.

Based on these restrictions, Kantar Public Brussels selected the following languages: **Swedish** for Germanic languages; **French** for Latin languages; and **Polish** for Slavic languages

The translations were not intended for further use but helped questionnaire developers to identify and describe the problems that might confront translators during the main translation process. Where necessary, the translators suggested inserting a translation note to clarify what is meant by a given term or expression or indicated the type of adaptation that might be necessary. In other cases, the translators suggested the rewording of a question in order to avoid any ambiguities. Whenever possible, s/he proposed alternative wording with a view to circumventing the documented issue.

All issues raised during the translatability assessment were merged into a single document. The result of this translatability assessment served as a basis for questionnaire revisions and for drafting the item-per-item guidelines and translators' notes.

Trend items (i.e. items that are unchanged from previous ESENER waves) did not undergo the translatability assessment, given that a translatability assessment for most of the items was done already in the previous ESENER wave.

The instructions sent to the linguists responsible for the translatability assessment can be consulted in Annex 3.

The agreed timeline for the translatability assessment process was one week.

3.2 Set-up of the translation files

Kantar Germany provided the master questionnaire to the Kantar Brussels Translation Team in two different formats: i) A plain Word file containing the whole text. The only purpose of this file was to help translators comprehend how the questionnaire was structured. ii) An Excel version of the questionnaire called "ESENER-3 questionnaire". This latter file was an output from the questionnaire preparation software. Consequently, it included programming codes and a structure which had to be strictly preserved throughout the translation process. It also included question numbers and filters dedicated to selecting specific question types (new, trend, modified, etc.) as well as information on questions that needed to be translated for some countries only (e.g. the screening questions applicable to screening countries only).

In the Excel file, besides the English master, each language version was assigned two different columns. The first column showed the trend translations, which were unchanged from ESENER-2. The second column was dedicated to translations from ESENER-2 that had to be modified for the new wave of the survey.

The Kantar Brussels Translation Team is specialised in working with Excel versions for translations since these provide the best basis for a documented multi-step questionnaire translation process. Moreover, it is safer and more convenient for preserving the programming structure of the questionnaire. In Word versions, it is not possible to keep the structure unchanged.

In this regard, before the process kicked off for each language version a new file was created to include only the question number, filters, master in English, trend questions for language version and modified questions from the previous wave. In this way, it was ensured that each translator only worked with his/her unique language version.

3.3 Online training for translation teams

To train, engage and inform translators as well as adjudicators and adaptors, a series of online sessions was held in the course of the process. The primary session was organized for the translators on 10 October 2018 with the following agenda:

1. Introduction of EU-OSHA and ESENER by an EU-OSHA representative.
2. Key concepts in and structure of the questionnaire (establishment vs. company; the general handling of trend questions, etc.), introduced by the Kantar Public Project Coordination Team
3. An introduction to the translation file, general translation principles and instructions by the Kantar Public Translation Team

To ensure all translators received this essential training, a similar session was held on 12 October 2018. A third session was organized on 26 October 2018 for the adjudication/localization team. The latter was prepared with tailor-made instructions for the adjudicators, as their role is key in the production of the combined version of the questionnaire. All three sessions were recorded and provided to the participants later, together with the PowerPoint slides used during the training sessions.

3.4 Double translation

Kantar Public Brussels sent the translators the following documents:

- The questionnaires with item-per-item guidelines, and columns for translators' versions and comments.
- Specific instructions for the translators (see Annex 4).
- The Excel sheet with specific terminology for each language.
- A Word document showing - in tracked changes mode - the exact changes introduced in modified items.

Both translators were instructed to:

- Read carefully the general instructions and the item-per-item guidelines, and make sure to follow them during their translation task

- Provide a translation of each new item in column G (Translation 1) or I (Translation 2); edit the existing translation for each modified item and replicate the change from the source-version into the target version; check the existing trend items and confirm that the translation was acceptable. The translators were instructed not to edit the trend items (to ensure the comparability across ESENER waves), except if the existing translation was clearly wrong/misleading, which might have an impact on how the respondents answer/understand the question.
- Comment on any translation issue, when necessary.

The agreed timeline for the translation process (excluding reconciliation and further steps) was 2 weeks.

3.5 Cross-review

Each translation was then sent to the other translator (translation 1 was sent to translator 2 and *vice versa*). Each translator was asked to:

- i) Review the other translator's version (translator 1 was asked to review translator's 2 version and *vice versa*)
- ii) Make sure that the other translator followed the item-per-item guidelines in column E, and used the specific terminology, as instructed in the Specific Terminology Excel file
- iii) Identify potential errors/mistakes
- iv) Write comments describing the errors/mistakes in column H (comments from translator 2 on translator 1's version) and column J (comments from translator 1 on translator 2's version)

3.6 Adjudication

After the double translation and cross-review process, the version and comments from each translator were integrated into a single questionnaire file.

Kantar Public Brussels edited the questionnaire by adding the columns for the adjudicator's attention, i.e. the adjudicators' comments column (M) and the adjudicators' version column (L). Together with the updated questionnaire, the adjudicator received the documents with specific instructions for the adjudicator (see Annex 5) and the Excel sheet with specific terminology for each language.

The adjudicator was instructed to:

- i) Read carefully the English master version (column D)
- ii) Check both translations (TRA 1 and TRA 2), and compare them with the English master version, item per item. Then, identify the translation that should be used as a basis (i.e. the translation which is the more equivalent to the English master version).
- iii) For each item, consult the item-per-item guidelines, and make sure the translators followed them.
- iv) In the adjudicators' version column (L), provide the adjudicated version (i.e. use the most equivalent translation as a basis, and edit it when necessary).
- v) Write comments in the adjudicators' comments column (M), mentioning for each item which translation has been chosen and give a rationale.

Three changes were made to the source-version after the adjudication process (see items 261, 433 and 586). These changes were highlighted in the Master version column and described in the item-specific

translation and adaptation notes. They were replicated in the target version by the translators/adjudicator during the Adjudication Meeting.

The agreed timeline for the reconciliation process was 2 weeks.

3.7 Integration of Domain Expert feedback

After the adjudication and before sending the questionnaire to EU-OSHA's focal points, Kantar "simplified" the questionnaire: only the Master version and the translation (the adjudicator's version) were made visible; one extraneous column for EU-OSHA's focal point was added, and all other columns were hidden. The domain experts read through the English master version, and the adjudicator's comments and proposed changes, when needed. They wrote explanatory comments in English, explaining the issue.

In some cases, EU-OSHA's experts suggested changes in trend items. In these cases, Kantar and EU-OSHA discussed the necessity for these changes. Changes in trend items were considered acceptable only if:

- the suggested change in trend items would serve as a major improvement as regards the comprehensibility of the item while at the same time would clearly not affect the trend OR
- the initial trend version was clearly wrong or misleading (and the errors might have an impact on how the respondents answer / understand the question).

In all other cases, Kantar strongly advised against implementing changes in trend items.

The file with the comments from the domain expert and possibly from EU-OSHA was then sent back to Kantar who integrated the feedback from EU-OSHA and the domain experts (where relevant) into the Excel monitoring instrument.

3.8 Adjudication Meeting

Together with the updated questionnaire (with translations 1 and 2, adjudication and EU-OSHA experts' comments), both translators and the adjudicator received the specific instructions for the Adjudication Meeting (see [Annex 7](#) for the adjudicators' instructions; see [Annex 8](#) for the translators' instructions).

Translators 1 and 2 were instructed to read carefully the adjudicator's and EU-OSHA experts' comments before the meeting, while the adjudicator was asked to check EU-OSHA experts' comments.

The adjudication meetings were held online, using Skype for Business. A moderator (at Kantar Public Brussels) was present during all meetings to:

- Clarify the instructions and the context of this adjudication meeting
- Check that all players involved understood the instructions correctly
- Reply to possible questions

The participants discussed in English (at least at the beginning of the meeting), and switched to their native tongue after 20/30 minutes, with the moderator's permission, if all instructions had been understood. The Kantar moderator stayed online during the entire Adjudication Meeting, in case the participants had questions/doubts.

In some national versions, EU-OSHA experts' comments were related to trend items. In these cases, Kantar checked again whether the proposed change would jeopardize the comparability of survey results across ESENER waves (in other words, whether the trend would be kept if the changes suggested by EU-OSHA's experts were to be implemented).

- If the suggested change would not have any impact on the trend, it would be implemented.
- If the suggested change would be likely to jeopardize the trend, Kantar initiated a discussion with EU-OSHA's experts, to ensure that the suggested changes would be desirable taking into consideration the risk of losing the trend.

The adjudicator was asked to document the result of these discussions in the translation file.

After the meeting, the adjudicator sent the updated questionnaire back to Kantar, with the version after the adjudication meeting in column R, and the comments in column S.

Shared-language versions

For shared-language versions, Kantar organized Harmonization Meetings between the adjudicator of the main language and the adaptors of the shared languages. Their task consisted in identifying the differences between all shared versions, harmonizing the versions when possible and correcting possible errors in all versions.

Harmonization meetings were held upon receiving the domain expert feedback for the main language and for all shared languages.

[Annex 11](#) shows the schedule of the adjudication and Harmonization Meetings.

3.9 Proofreading

The final proofreader's task consisted in identifying mistakes/errors in the target version, and to document them by writing a short explanatory comment in column U FINAL PROOFREADERS' COMMENTS. His/her task – however – was not to correct the identified mistakes.

To facilitate their task, the Excel instrument was prepared so that it showed only the source-version, the translated version (after the Adjudication Meeting), and the FINAL PROOFREADERS' COMMENTS column. All other columns or tabs were hidden to avoid confusing the proofreaders.

The final proofreaders' instructions can be consulted in [Annex 9](#).

3.10 Final check and delivery

The updated questionnaire with the final proofreader's comments was then sent back to the adjudicator whose task was to:

- Go through the final proofreader's comments, and assess their relevance
- Implement the correction in column W if the final proofreader's feedback was considered as relevant.

3.11 Post-pilot translation changes

After the pilot study, problematic items were edited in the master version. During the post-pilot translation changes stage, the translators were instructed to replicate all the changes from the target into the source.

This task was performed by one translator, and then revised by each country's adjudicator.

Section 4 – Timing

Translatability Assessment	Week 39 (24 – 28 October 2018)
Double-translation	Weeks 41-42 (8 - 19 October 2018)
Cross-review	Weeks 43 (22 - 26 October 2018)
Adjudication	Weeks 44-45 (29 October - 9 November 2018)
Domain expert feedback	Weeks 46-47 (9 - 23 November 2018)
Adjudication meeting	Weeks 48-49 (26 November - 7 December 2018)
Final proofreading	Week 50 (10 - 14 December 2018)
Implementation of proofreaders' comments	Weeks 51 - 52 (17 - 28 December 2018)
Post-pilot translation changes	Weeks 10 – 11 (28 February – 7 March)

Section 5 – Translation of ancillary materials

Kantar Brussels Translation Team was asked to provide translations of the following additional documents:

	Type of document	New or trend
1	Motivation letter	New
2	Webpage EU-OSHA	Mostly trend with some minor changes
3	Data protection sheet	New
4	Invitation email for online	Mostly trend
5	Reminder email for online	Mostly trend
6	Interviewer guidelines	Mostly trend

Since these documents are not part of the questionnaire, a simple translation process composed of initial translation followed by revision was followed. In this process, translators who were already

involved in the questionnaire translation process were employed, due to the very basic fact that they were already familiar with the subject matter.

For documents with trend texts, translators were provided with a set of files with translations used in previous wave. Their primary task was to adapt translations to the changes for the current wave, while strictly observing the consistency with any change in terminology for the questionnaire.

The main period for the initial translations ran from 10 to 13 December 2018. Final revisions took place roughly between 14 and 18 December 2018.

The main difficulty with the additional documents was that translations received from the previous wave were not always consistent with the terminology of the current wave. Although they were not asked to do so, translators had to revise unchanged parts of the translations for consistency reasons as well to improve the overall quality of the translations.

ANNEX 1 – TRANSLATABILITY ASSESSMENT CATEGORIES

Translatability Categories	Explanation
No issues	No translation issues
Intercultural difference	It might be difficult or not possible to render same meaning/semantical content in a language other than the source due to cultural difference. Also, source text may possibly create cultural sensitivity.
Institutional or factual difference	The different institutional, governmental structures or factual differences between countries may cause translation issues
Question design	Layout or design of the question may not work as it does in source language.
Unclear source or meaning	Source text, in its' entirety, for a part or for a word, needs clarification.
Response category issues	Answer options does not grammatically agree with the question or are inconsistent with the question semantically.
Grammar and/or syntax used	Grammar or syntax (unnecessarily complex) used in the source text makes it difficult to correctly render same meaning/semantical content in other language(s).
Consistency issues	Wording can be inconsistent with previous/later questions or answer options in the same question or in a different question.
Other issues	Any other issue like redundant word, logical error in the text, grammar problem, etc. which may prevent rendering source meaning in other language(s).

ANNEX 2 – STRUCTURE OF THE QUESTIONNAIRE

key new	Question (n=new; m=modified; t=trend; not)	Only relevant in screening countries	ESENER-3 master text	Translator hints	Esp_esp ESENER 2	Translation 1 / Esp_esp	Comments on translation 1	Translation 2 / Esp_esp	Comments on translation 2	Adjudicator's version	Adjudicator's comments
T00102_te	m		We are conducting the third European study on health and safety at work.	Compared to ESENER-2, "third" added before "European" and "at work" added after "health and safety". / If necessary, translate "health and safety" as "health protection and safety (measures)". In some countries (particularly the Nordic), the terminology most commonly used may also be broader, referring to the "working environment". Where this is the case, it is OK to use it here for the interview introduction to ESENER. Please consult the EU-OSHA website https://osha.europa.eu/en and check the translation in your language."	Estamos realizando una encuesta europea sobre prevención de riesgos laborales.	Estamos realizando la tercera encuesta europea sobre prevención de riesgos laborales.		Estamos realizando la tercera encuesta europea sobre prevención de riesgos laborales en el trabajo.	Trat: Structure: 'en el trabajo' is redundant, since 'laborales' and 'en el trabajo' have the same meaning. Using 'prevención de riesgos laborales' would be enough to convey the meaning.	Estamos realizando la tercera encuesta europea sobre prevención de riesgos laborales.	As specified in column G "en el trabajo" seems redundant here, so we would then prefer TRA1
T00103_c1	n		For our interview I would like to speak with the owner, managing director or branch manager of this establishment.	See general terms for remarks on the translation of "establishment".		Me gustaría entrevistar al propietario, al director ejecutivo o al director de sucursal del centro de trabajo.		Me gustaría entrevistar al propietario, director ejecutivo o director de sucursal de este centro de trabajo.		Me gustaría entrevistar al propietario, director ejecutivo o director de sucursal de este centro de trabajo.	Both are completely ok, we prefer TRA2 version but as said both are practically similar
T00103_c2	t		For our interview I would like to speak with the person who knows best about health and safety in this establishment.	See general terms for remarks on the translation of "establishment".		Me gustaría entrevistar a la persona que mejor conozca el tema de prevención de riesgos laborales en el centro de trabajo.		Me gustaría entrevistar a la persona que mejor conozca el tema de prevención de riesgos laborales en el centro de trabajo.		Me gustaría entrevistar a la persona que mejor conozca el tema de prevención de riesgos laborales en el centro de trabajo.	
T00104_c1	n		Often this person is the owner, managing director or branch manager.			Muchas veces esta persona es el propietario, el director ejecutivo o el director de sucursal del centro de trabajo.		A menudo esta persona es el propietario, director ejecutivo o director de sucursal.		Normalmente esta persona es el propietario, director ejecutivo o director de sucursal.	"Normalmente" sounds a little bit more natural than "Muchas veces", but both are completely ok

EU-OSHA experts version	Comments from EU-OSHA's experts	VERSION AFTER ADJUDICATION MEETING	T1 + T2 + A DISCUSSION	FINAL PROOFREADERS' COMMENTS	FINAL VERSION
		Estamos realizando la tercera encuesta europea sobre prevención de riesgos laborales.			Estamos realizando la tercera encuesta europea sobre prevención de riesgos laborales.
		Me gustaría entrevistar al propietario, director ejecutivo o director de sucursal de este centro de trabajo.			Me gustaría entrevistar al propietario, director ejecutivo o director de sucursal de este centro de trabajo.
		Me gustaría entrevistar a la persona que mejor conozca el tema de prevención de riesgos laborales en el centro de trabajo.			Me gustaría entrevistar a la persona que mejor conozca el tema de prevención de riesgos laborales en el centro de trabajo.
		Normalmente esta persona es el propietario, director ejecutivo o director de sucursal.			Normalmente esta persona es el propietario, director ejecutivo o director de sucursal.

ANNEX 3 – TRANSLATABILITY ASSESSMENT: INSTRUCTIONS

ESENER-3 (European Survey of Enterprises on New and Emerging Risks) is a project with high translation standards. The first step is to achieve the least problematic text for translation. For this purpose, we will do a translatability assessment in French, Swedish and Polish.

The current version includes limited number of modified and new questions over the ESENER-2 questionnaire. Your assessment will be limited to new and modified questions.

Your main task is to translate questions and while doing this, you will have to make some notes (on consistency, ambiguity, etc.) for us on the translatability (explained below) of the parts on which you work.

INSTRUCTIONS:

1. A fluent and clear wording in English does not yet guarantee that the different language versions are also clear and without ambiguities. Some English wordings that are very clear in their meaning for native speakers may be ambiguous to translate into other languages because of the large number of different meanings English vocabulary often has. You will produce draft versions of items that do not seem straightforward to translate. These translations are not intended for further use but help questionnaire developers to identify and describe the problems translators will be confronted with during the main translation process.

Where necessary, you should suggest inserting a translation note to clarify what is meant by a given term or expression, or to indicate the type of adaptation that may be necessary. Or you may suggest rewording a question in order to avoid any ambiguities. Whenever possible, you should propose alternative wording with a view to circumventing the documented issue.

2. For this purpose, there are 9 categories in second sheet/tab of the Excel file, called “Translatability Categories”. Each category is explained. Please read them.

3. In the Questionnaire sheet/tab of the excel file, there are 6 columns:

- **Column A:** All the columns marked “x” (or in light green) should be translated and checked for translatability.

- **Column B & C:** question number and type (just FYI).

- **Column D:** This is our source text/questionnaire.

- **Column E:** Please insert your translation here. It is not intended for further use. A quick translation is sufficient, the main purpose being to provide you a ground for your assessment.

- **Column F:** “Translatability Category”: Each time you encounter a translation problem, please select the corresponding category in rows to be checked (there is a drop-down menu in this column). If there are no issues to report, please select “no issues”. (You must select something for all the rows to be checked. In NT -not to translate- cells, you don’t need to select a category).

- **Column G:** Please insert a clear explanation for the developers of the questionnaire about the nature of the translation problem, how it can be overcome, how wording of the source should be changed, if necessary, to solve the problem, or what additional information should be provided for a semantically correct translation. Or any other comments to improve the questionnaire for translatability is welcome. Please be critical as much as possible.

4. For the following type of text, please use same format in translation: Split 1), [[T99901_1]]:, [if Q104 > 49];, [if Q111a = 1 and Q250 = 1: other], {{health and safety representatives}}, {{labour inspectorate}}, etc.

5. Please don’t change the structure or order of the cells, rows, columns, by cutting/pasting them.

ANNEX 4 – TRANSLATORS’ INSTRUCTIONS

- Structure of the file:** (You must not change the structure of the file by deleting/adding columns or rows! This is vital for the correct functioning of the survey program.)

- We have the following columns in the file for translation (example is German for Austria):

key	key new	Question (n=new; m=modified; t=trend; not relevant = not to translate!)	Only relevant in screening countries	ESENER-3 master text
These are old (ESENER-2) question numbers (this column is hidden by default, but you can “unhide” it.)	New (ESENER-3) question numbers	Classification of questions as trend, new or modified.	In this column cells marked with “x” indicate cells to be translated ONLY for screening countries (and <u>only</u> if question is new “n”). Others must not translate. (Screening countries: BG, HR, CY, CZ, EE, EL, HU, IS, LT, LV, MK, MT, PT, RO, RS, SI, SK.)	YOUR SOURCE TEXT (Questionnaire for ESENER-3)

Continued:

Standard ESENER 2	Translator hints	Aut_deu	Aut_deu ESENER 2	Comments
Only in modified questions: This was the source text during ESENER-2 (this column is hidden by default but you can “unhide” it). Modifications/changes are also indicated in the next (“Translator hints”) column.	Translation notes, instructions, hints from ESENER-2 and changes compared to ESENER-2 (only for modified questions.)	This is “translation column”. Your translation should be inserted here. (Also translation of unchanged questions from ESENER-2 are already inserted here)	Translation from ESENER-2 (This is available only in modified questions. You should take these translations and make changes ONLY to adapt translation to the change in ESENER-3. What is changed can be seen either from translator hints column or by comparing your source text to ESENER-2 source text. Apart from this, you MUST NOT CHANGE ESENER-2 translations, but you should just leave a comment if you spot an error.	Please insert all your comments here.

- In the file, rows are marked with different colors. They mark: trend questions (t = white), new questions (n = blue) and modified questions (m = pink), and not to translate! (not relevant = dark grey)

2. What you should do?

- New questions (n = blue): These are newly introduced questions for the ESENER-3. In previous wave we did not have them. Please translate these questions from scratch. Please look at translation hints, observe consistency of terms and concepts used across new and trend (ESENER-2) translations.

- QUESTIONS Q050 TO Q099 AS WELL AS Q601 and Q602 ARE RELEVANT ONLY FOR SOME LANGUAGES (SCREENING COUNTRIES); **MUST NOT BE TRANSLATED FOR THE NON-SCREENING COUNTRIES. The screening countries are the following: BG, HR, CY, CZ, EE, EL, HU, IS, LT, LV, MK, MT, PT, RO, RS, SI, SK.**

- Modified questions (m = pink): These questions were available in previous wave of the survey (ESENER-2) and they were translated. However, for current wave (ESENER-3) we made some changes in question wordings. So, you should adapt existing translations to new wording. HOW? >> In most cases, only very few things have been modified. Here, large parts of the previous ESENER-2 translation **MUST** be taken over and **ONLY** the new/modified parts should be changed/translated. There is a hint pointing out the changes as compared to ESENER-2 in the column with the translators' hints. Please do **NOT** change wording or structure for any other reason, apart from the change in the source text. (Again, we would like to keep changes from ESENER-2 to a minimum.) If you would like to propose a change in non-modified parts, please raise this issue (reason and your suggestion for solution) in the comments row.

- Trend questions (t = white): These are questions which were available in previous wave and has not been changed for the current wave. The translations from ESENER-2 are already included in translation column. You must review all these trend questions. But you MUST NOT make any direct changes in the trend translation. You should propose changes to trend questions **only if** the existing translation (from ESENER-2) is considered as clearly wrong or misleading. Your proposal should be inserted in comments column and include the reason for your assessment as well as a suggestion for an improved translation. Whether to implement change or not will be decided at a later stage upon your comment. Please strictly **AVOID** stylistic change suggestions. We would like to keep the trend (comparability across different waves of the survey. If there are changes, we cannot compare results.). You **must** also look at translation hints for trend translations before writing a comment. There may be a specific instruction as reason why translations were formulated that way.

- "Translation hints for trend questions were drafted for the translators who did the translation work for ESENER-2, the previous wave of this study conducted in 2014. Please consider these hints before proposing any modifications/improvements to the existing trend translations. Some terms were not meant to be translated literally by the translators of ESENER-2 but had to be inserted from a list of specific national health and safety terminology (e.g. labour inspectorate, risk assessment, types of employee representation etc., see hints on specific questions. These terms are in {{brackets}}. The {{}} brackets shall not be removed. (lists of terms were provided for the following terms: labour inspectorate, works council, trade union representation, health and safety representative, health and safety committee and risk assessment.)

3. Details to pay attention:

- A number of cells containing signs and/or text are protected and cannot be over-written. This is because for these passages translations are not required.
- As for the terms in the list "Works Council" and "Trade Union Representation", in a few cases the text "not existent" is inserted. If this is the case with your country, then the respective body of representation does just not exist, and the respective item will not be asked in your country.
- The Excel with the questionnaire for translation does contain a number of double brackets with figures in between, e.g. [[T99901_2]] [[T99901_1]]. Please make sure not to change these brackets, figures and their position. They are needed for the correct programming.

- [u]external[/u] and similar items have programming language (to underline, make bold, etc.) Please translate the content and insert them in the proper place of the translation, without changing the format: [u]...[/u]

- Some cells might have collapsed and be the case that not all the text is displayed. Please enlarge them to see the full content.

4. General instructions:

- For EU languages, please refer to EU-OSHA website for terms and concepts, where applicable: <https://osha.europa.eu/en>

- Please use polite way of addressing (not second person singular).

- Key terms (including answer categories) that are used repeatedly in the questionnaire must be translated consistently. In this regard, please make sure you use same translations consistently everywhere for the terms like: employee, establishment, organization, health and safety, etc.

- Please avoid being literal. But you must ensure that the questionnaires are functionally equivalent, ensuring consistency in their application and comparability of the results. Each national version of the questionnaire should accurately capture the intended meaning of the proposed modifications of the original English-language version while avoiding the introduction of lexical or inclusion/exclusion problems.

- Finally, a successful survey translation is expected to do all of the following:

- 1) keep the content of the questions semantically similar;

- 2) keep the question format similar within the bounds of the target language;

- 3) retain measurement properties, including the range of response options offered.

5. Key terms and concepts:

All following key terms and concepts have already been translated in trend questions. For checking the trend questions, it is however important to know their background:

- "Company" and "organisation": The terms "company" and "organisation" are used synonymously in the questionnaire. The term "company" would mainly (though not exclusively) refer to the private sector, while the term "organisation" is rather used for the public sector. Where only the term "organisation" is used (without "or company"), it is used as umbrella term to cover both private and public organisations.

- "Establishment": It is important to distinguish companies/organisations from the "establishment" level. For single-site organisations operating at only one location in the country, there is no difference in meaning between the terms "company" and "establishment". But in multi-site companies with units at different locations in the country, there is an important difference: while "company" refers to the whole enterprise with all its subsidiaries in the country, "establishment" refers to one of these units only (the head office or any of the subsidiaries).

If there is no commonly used direct translation for "establishment" available in your national language, it can also be translated as "workplace" or "site", provided that "workplace" or "site" must not be misinterpreted in the sense of workstations of single workers. The term should be applicable for both the head office (which is one of the various establishments) and the subsidiaries. Terms like "branch" can thus be problematic because they refer rather to the subsidiaries and don't include the head office (The only exception to this is Q103 which explicitly asks whether the selected unit is the headquarters or a subsidiary site=branch).

Please make sure to consistently use the same target language words throughout the questionnaire to render "establishment", "company" and "organisation"!

ANNEX 5 – ADJUDICATORS’ INSTRUCTIONS

- Structure of the file:** (You must not change the structure of the file by deleting/adding columns or rows! Please also do not change order of rows and columns. This is vital for the correct functioning of the survey program.)

- We have the following columns in the file for translation (example is German for Germany):

key new	Question (n=new; m=modified; t=trend; not relevant = not to translate!)	Only relevant in screening countries	ESENER-3 master text	Translator hints
New (ESENER-3) question numbers	Classification of questions as trend, new or modified.	In this column, cells marked with “x” indicate cells to be translated ONLY for screening countries (and <u>only</u> if question is new “n”). Others must not translate. (Screening countries: BG, HR, CY, CZ, EE, EL, HU, IS, LT, LV, MK, MT, PT, RO, RS, SI, SK.)	YOUR SOURCE TEXT (Questionnaire to translate for ESENER-3)	Translation notes, instructions, hints from ESENER-2 and changes compared to ESENER-2 (only for modified questions.)

Continued:

Deu_deu ESENER 2	Translation 1 / Deu_deu	Comments on translation 1	Translation 2 / Deu_deu	Comments on translation 2
These are translations from ESENER-2 (This is available only in modified questions and hidden by default). These translations should be changed ONLY to adapt it ESENER-3 version of the question. What is changed can be seen from translator hints column or by comparing your source text to ESENER-2 source text. Apart from this, ESENER-2 translations must not be changed. (unless there is a very significant wrong translation).	This is translation from Translator 1	This column shows: a) comments from translator 1 on his/her own translations and trend questions. b) comments from Translator 2 on Translation 1 (This is always preceded by “Tra 2”)	This is translation from Translator 2	This column shows: a) comments from translator 2 on his/her own translations and trend questions. b) comments from Translator 1 on Translation 2 (This is always preceded by “Tra 1”)

Continued:

Adjudicator's version	Adjudicator's comments
<p>This column is your main place of work.</p> <p>You should choose translations (for new and modified questions) from either Translation 1 or Translation 2 and insert in this column.</p> <p>Once you choose one of translations, you should, if necessary, revise (edit/change) them so that they correctly convey the meaning of ESENER-3 questionnaire. You can also make corrections for correcting grammar error or typos.</p> <p>Trend translations are already inserted. You can change trend translations ONLY if you're instructed (by KPB).</p>	<p>Rule: Every decision should be documented.</p> <p>You should always insert a comment on which <u>new or modified</u> translation you choose and why: e.g. "Tra 1 chosen for clarity/consistency/better structure/more fluency" etc.</p> <p>You can make changes in the translation you choose. (<u>new/modified questions</u>). But you should also provide a comment for this: e.g. "Tra 1 chosen. Wording for "trade union" has been changed".</p> <p>Finally, if there is a change needed in <u>trend questions</u>, you should again insert a comment: e.g. "Instruction implemented / typo corrected / wording for "psychosocial" was wrong, now corrected"</p>

- In the file, rows are marked with different colors. They mark: trend questions (t = white), new questions (n = blue) and modified questions (m = pink), and not to translate! (not relevant = dark grey)

2. What you should do?

- New questions (n = blue): These are newly introduced questions for the ESENER-3. So, translations are also new. Please choose one and edit, if needed. Please always look at translation hints and comments from translators. You should observe consistency of terms and concepts used with trend (ESENER-2) translations. Please always insert a comment on your choice/action.
 - QUESTIONS Q050 TO Q099 AS WELL AS Q601 and Q602 ARE RELEVANT ONLY FOR LANGUAGES OF SCREENING COUNTRIES. **The screening countries are the following: BG, HR, CY, CZ, EE, EL, HU, IS, LT, LV, MK, MT, PT, RO, RS, SI, SK. THEY DO NOT NEED TO BE TRANSLATED FOR THE NON-SCREENING COUNTRIES.**
- Modified questions (m = pink): These questions were available in previous wave of the survey (ESENER-2) and they were translated. However, for current wave (ESENER-3) we made some changes in question wordings. You should make sure ESENER-2 translations are adapted to new wording. HOW? In most cases, only very few things have been modified. ESENER-2 translations MUST not be changed apart from adapting them to the ESENER-3 wording. (we would like to avoid unnecessary changes from ESENER-2 for comparability reasons.) Though please pay attention to subtle changes. Most of the time, there is a hint pointing out the changes as compared to ESENER-2 in the column with the translators' hints. (Also, a word file showing changes compared to ESENER-2 is attached. Please check.) You can edit non-modified parts but if it is really necessary (which would have an impact on the result). Please always insert a comment for your choice/action.

- Trend questions (t = white): These are questions which were available in previous wave and has not been changed for the current wave. The translations from ESENER-2 are already included in “adjudicator’s version” column. These translations have been reviewed by two translators. In some cells, we have inserted instructions starting with **KPB** initials. Please check them and **ONLY** implement changes when you’re asked to do. Please provide your feedback when you’re asked (insert your comment in adjudicator’s comments column). Trend questions can be changed **only if** the existing translation (from ESENER-2) is considered as clearly wrong or misleading. Further changes will be decided upon your feedback. We would like to keep the trend (comparability across different waves of the survey. If there are changes, we cannot compare data/results.). You must also look at translation hints for trend translations before writing a comment. There may be a specific instruction as reason why translations were formulated that way. Please strictly **AVOID** stylistic change suggestions.

- "Translation hints for trend questions were drafted for the translators who did the translation work for ESENER-2, the previous wave of this study conducted in 2014. Please consider these hints before proposing any modifications/improvements to the existing trend translations. Some terms were not meant to be translated literally by the translators of ESENER-2 but had to be inserted from a list of specific national health and safety terminology (e.g. labour inspectorate, risk assessment, types of employee representation etc., see hints on specific questions. These terms are in {{brackets}}. The {{}} brackets shall not be removed. (lists of terms are also attached for the following terms: labour inspectorate, works council, trade union representation, health and safety representative, health and safety committee and risk assessment.)

3. Details to pay attention:

- A number of cells containing signs and/or text are protected and cannot be over-written. This is because for these sections of text translations are not required.
- As for the terms in the list "Works Council" and "Trade Union Representation", in a few cases the text "not existent" is inserted. If this is the case with your country, then the respective body of representation just does not exist, and the respective item will not be asked in your country.
- The Excel with the questionnaire for translation does contain a number of double brackets with figures in between, e.g. [[T99901_2]] [[T99901_1]]. Please make sure not to change these brackets, figures and their position. They are needed for the correct programming.
- [u]external[/u] and similar items have programming language (to underline, make bold, etc.) Please translate the content and insert them in the proper place of the translation, without changing the format: [u]...[/u]
- Some cells might have collapsed and be the case that not all the text is displayed. Please enlarge them to see the full content.

4. General instructions:

- For EU languages, please refer to EU-OSHA website for terms and concepts, where applicable: <https://osha.europa.eu/en>
- A polite way of addressing (not second person singular) should be used.
- Key terms (including answer categories) that are used repeatedly in the questionnaire must be translated consistently. In this regard, please make sure you use same translations consistently everywhere for the terms like: employee, establishment, organization, health and safety, etc.
- Please avoid being literal. But you must ensure that the questionnaires are functionally equivalent, ensuring consistency in their application and comparability of the results. Each national version of the questionnaire should accurately capture the intended meaning of the proposed modifications of the original English-language version while avoiding the introduction of lexical or inclusion/exclusion problems.

5. Key terms and concepts:

All following key terms and concepts have already been translated in trend questions. For checking the trend questions, it is however important to know their background:

- **"Company" and "organisation":** The terms "company" and "organisation" are used synonymously in the questionnaire. The term "company" would mainly (though not exclusively) refer to the private sector, while the term "organisation" is rather used for the public sector. Where only the term "organisation" is used (without "or company"), it is used as umbrella term to cover both private and public organisations.
- **"Establishment":** It is important to distinguish companies/organisations from the "establishment" level. For single-site organisations operating at only one location in the country, there is no difference in meaning between the terms "company" and "establishment". But in multi-site companies with units at different locations in the country, there is an important difference: while "company" refers to the whole enterprise with all its subsidiaries in the country, "establishment" refers to one of these units only (the head office or any of the subsidiaries).

If there is no commonly used direct translation for "establishment" available in your national language, it can also be translated as "workplace" or "site", provided that "workplace" or "site" must not be misinterpreted in the sense of workstations of single workers. The term should be applicable for both the head office (which is one of the various establishments) and the subsidiaries. Terms like "branch" can thus be problematic because they refer rather to the subsidiaries and don't include the head office (The only exception to this is Q103 which explicitly asks whether the selected unit is the headquarters or a subsidiary site=branch).

Please make sure to consistently use the same target language words throughout the questionnaire to render "establishment", "company" and "organisation"!

ANNEX 6 – ADAPTORS’ INSTRUCTIONS

1. For shared languages in this survey, we produced two initial translations for a selected country, then these two translations are combined into one by the adjudicator of selected country. **Your task is to take this combined translation and adapt it to your country, where and if needed.**

Here is a list of shared languages:

German: translated for DE and will be localized for AT, CH, LU.

Greek: translated for EL and will be localized for CY.

French: translated for FR and will be localized for CH, BE, LU.

Italian: translated for IT and will be localized for CH.

Russian: translated for EE and will be localized for LV, LT.

Swedish: translated for SE and will be localized for FI.

2. **Structure of the file:** (You must not change the structure of the file by deleting/adding columns or rows! Please also do not change order of rows and columns. This is vital for the correct functioning of the survey program.)

- We have the following columns in the file for translation (example is Russian for Latvia):

key new	Question (n=new; m=modified; t=trend; not relevant = not to translate!)	Only relevant in screening countries	ESENER-3 master text	Translator hints
New (ESENER-3) question numbers	In the file, rows are marked with different colors. They mark: <u>trend questions</u> (t = white), <u>new questions</u> (n = blue) and <u>modified questions</u> (m = pink), and <u>not to translate!</u> (not relevant = dark grey)	In this column, cells marked with “x” indicate cells to be translated ONLY for screening countries (and <u>only</u> if question is new “n”). Others must not translate. (Screening countries: BG, HR, CY, CZ, EE, EL, HU, IS, LT, LV, MK, MT, PT, RO, RS, SI, SK.)	YOUR SOURCE TEXT (Questionnaire to translate for ESENER-3)	Translation notes, instructions, hints from ESENER-2 and changes compared to ESENER-2 (only for modified questions.)

Continued below:

Adjudicator's version / Est_rus	Adjudicator's comments	Local version / Lva_rus	Comments on localization
<p>This column shows the translations produced by the adjudicator of selected country for your language.</p>	<p>Adjudicators always inserted a comment when combining translations. Please check them.</p> <p>They have also comments for "trend" rows. Please see explanation in next column.</p>	<p>Your 1st task: You should take translation of "new" (blue) rows from adjudicator's version and if necessary adapt them for your country. This can be necessary especially with key terms and due local cultural, administrative or linguistic differences. You can also make corrections for correcting grammar error or typos.</p> <p>Your 2nd task: You should adapt "modified" (rose) rows looking at the translation in adjudicator version. Please, if necessary, adapt them for your country.</p> <p>You MUST always make sure that translation is correctly conveying the meaning of ESENER-3 master questionnaire. You should not depart from the source text.</p> <p>Your 3rd task: Trend translations (Translations for unchanged questions from ESENER-2) are already inserted. You should look at comments by adjudicator and change trend translations ONLY for exceptional cases. (Please see below for details)</p>	<p>Rule: Every decision should be documented.</p> <p>You can make changes in the translation you take from adjudicator's version (<u>new/modified questions</u>). But you must always provide a comment when you make a change in them:</p> <p>e.g.</p> <ul style="list-style-type: none"> - "Wording for "trade union" has been changed", - "typo corrected", - "wording for "psychosocial" was wrong, now corrected", etc.

3. What you should do (in detail)?

- **New questions (n = blue):** These are newly introduced questions for the ESENER-3. So, translations are also new. Please take adjudicator version and edit, if needed. Please always look at translation hints and comments from adjudicator. *You should observe consistency of terms and concepts used with trend (ESENER-2) translations.* Please always insert a comment on your choice/action.

- **Modified questions (m = pink):** These questions were available in previous wave of the survey (ESENER-2) and they were translated. However, for current wave (ESENER-3) we made some changes in question wording. You should make sure ESENER-2 translations (which are already inserted in your local version) are adapted to new wording.

HOW?: You should look at what has been changed (a word file showing changes compared to ESENER-2 is attached), look at translation in "adjudicator version", benefiting from the latter you should adapt translation in local version column. Please take the part that fits to translation for local version. In most cases, only very few things have been modified. ESENER-2 translations **MUST** not be changed apart from adapting them to the ESENER-3 wording.

You can edit non-modified parts but if it is really necessary (which would have an impact on the result). Please always insert a comment for your choice/action.

- Trend questions (t = white): These are questions which were available in previous wave and has not been changed for the current wave. The translations from ESENER-2 are already included in your local version column. YOU MUST NOT CHANGE THEM IN PRINCIPLE. But please see comments from adjudicator for trend rows and check whether they apply to your local version. If yes, you can implement changes EXCEPTIONALLY and ONLY in this case. You must insert a comment when you make a change.

General principle: Trend questions can be changed **only if** the existing translation (from ESENER-2) is considered as clearly wrong or misleading, which could affect results. We would like to keep the trend (comparability across different waves of the survey. If there are changes, we cannot compare data/results.).

You must also look at translation hints for trend translations before writing a comment. There may be a specific instruction as reason why translations were formulated that way. Please strictly AVOID stylistic change suggestions.

- **About translation hints** for trend questions were drafted for the translators who did the translation work for ESENER-2, the previous wave of this study conducted in 2014. Please consider these hints before proposing any modifications/improvements to the existing trend translations. Some terms were not meant to be translated literally by the translators of ESENER-2 but had to be inserted from a list of specific national health and safety terminology (e.g. labour inspectorate, risk assessment, types of employee representation etc., see hints on specific questions. These terms are in {{brackets}}. The {{}} brackets shall not be removed. (lists of terms are also attached for the following terms: labour inspectorate, works council, trade union representation, health and safety representative, health and safety committee and risk assessment.) Please check them.

4. Some details to pay attention:

- A number of cells containing signs and/or text are protected and cannot be over-written. This is because for these sections of text translations are not required.
- As for the terms in the list "Works Council" and "Trade Union Representation", in a few cases the text "non-existent" is inserted. If this is the case with your country, then the respective body of representation just does not exist, and the respective item will not be asked in your country.
- The Excel with the questionnaire for translation does contain a number of double brackets with figures in between, e.g. [[T99901_2]] [[T99901_1]]. Please make sure not to change these brackets, figures and their position. They are needed for the correct programming.
- [u]external[/u] and similar items have programming language (to underline, make bold, etc.) Please translate the content and insert them in the proper place of the translation, without changing the format: [u]...[/u]
- Some cells might have collapsed and be the case that not all the text is displayed. Please enlarge them to see the full content.

5. General instructions:

- For EU languages, please refer to EU-OSHA website for terms and concepts, where applicable: <https://osha.europa.eu/en>
- A polite way of addressing (not second person singular) should be used.
- Key terms (including answer categories) that are used repeatedly in the questionnaire must be translated consistently. In this regard, please make sure you use same translations consistently everywhere for the terms like: employee, establishment, organization, health and safety, etc.
- Please avoid being literal. But you must ensure that the questionnaires are functionally equivalent, ensuring consistency in their application and comparability of the results. Each national version of the questionnaire should accurately capture the intended meaning of the proposed modifications of the original English-language version while avoiding the introduction of lexical or inclusion/exclusion problems.

6. Key terms and concepts:

All following key terms and concepts have already been translated in trend questions. For checking the trend questions, it is however important to know their background:

- **"Company" and "organisation":** The terms "company" and "organisation" are used synonymously in the questionnaire. The term "company" would mainly (though not exclusively) refer to the private sector, while the term "organisation" is rather used for the public sector. Where only the term "organisation" is used (without "or company"), it is used as umbrella term to cover both private and public organisations.

- **"Establishment":** It is important to distinguish companies/organisations from the "establishment" level. For single-site organisations operating at only one location in the country, there is no difference in meaning between the terms "company" and "establishment". But in multi-site companies with units at different locations in the country, there is an important difference: while "company" refers to the whole enterprise with all its subsidiaries in the country, "establishment" refers to one of these units only (the head office or any of the subsidiaries).

If there is no commonly used direct translation for "establishment" available in your national language, it can also be translated as "workplace" or "site", provided that "workplace" or "site" must not be misinterpreted in the sense of workstations of single workers. The term should be applicable for both the head office (which is one of the various establishments) and the subsidiaries. Terms like "branch" can thus be problematic because they refer rather to the subsidiaries and don't include the head office (The only exception to this is Q103 which explicitly asks whether the selected unit is the headquarters or a subsidiary site=branch).

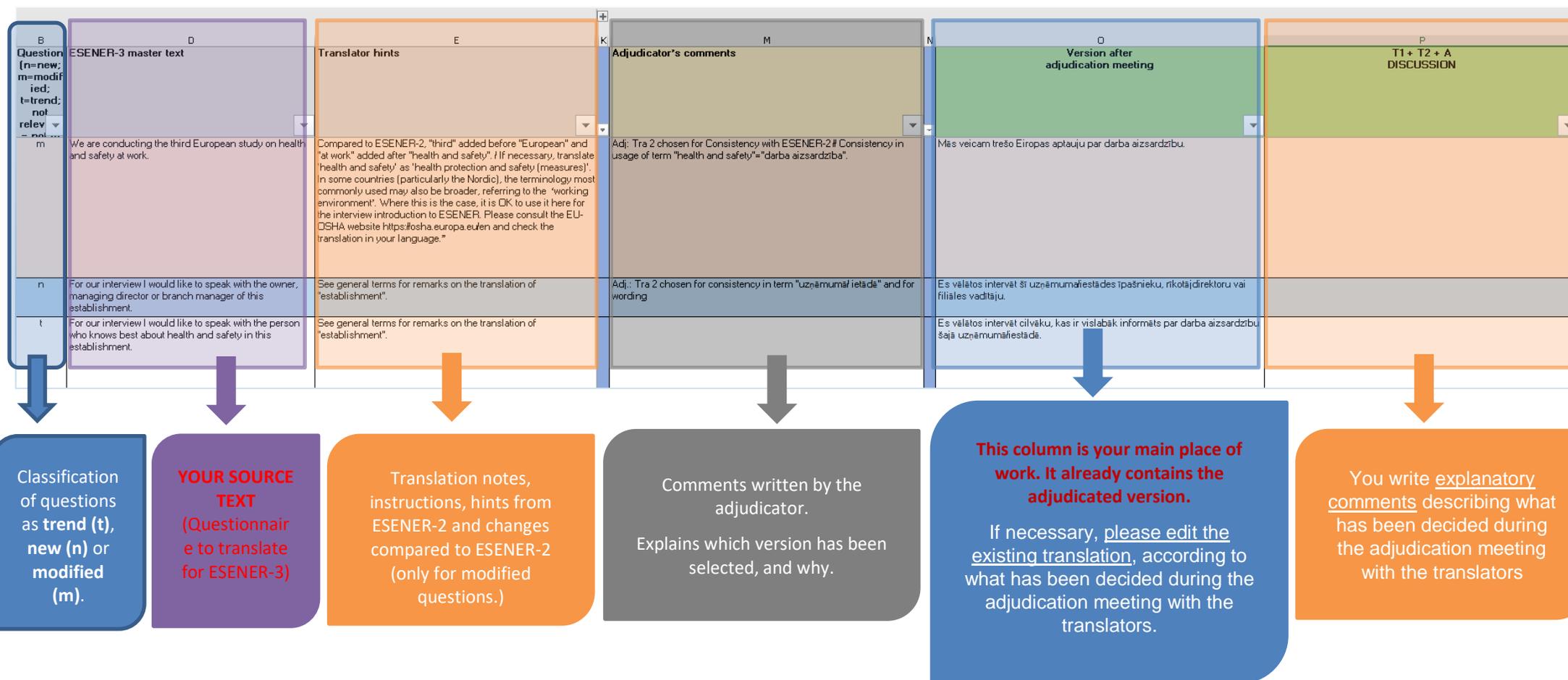
Please make sure to consistently use the same target language words throughout the questionnaire to render "establishment", "company" and "organisation"!

ANNEX 7 – ADJUDICATORS’ INSTRUCTIONS FOR THE ADJUDICATION MEETING

Structure of the file:

Please do NOT change the structure of the file by deleting/adding columns or rows! Please also do not change order of rows and columns. This is vital for the correct functioning of the survey program.

The questionnaire is structured as follows:



>> For this stage, please edit/fill in columns O and P

ATTENTION!

To simplify the questionnaire file, the following columns have been hidden:

- **COLUMN F** → shows the ESENER 2 version : (This is available only in modified questions and **hidden by default**). These translations should be changed **ONLY** to adapt it ESENER-3 version of the question. What is changed can be seen from translator hints column or by comparing your source text to ESENER-2 source text. Apart from this, ESENER-2 translations must not be changed. (unless there is a very significant wrong translation).
- **COLUMN G** → shows translation from translator 1
- **COLUMN H** → shows comments of Translator 2 on the translation of Translator 1
- **COLUMN I** → shows translation from translator 2
- **COLUMN J** → shows comments of Translator 1 on the translation of Translator 2

Please unhide these columns when necessary (during the adjudication meeting). To do so, please click on the little + icon above column K.

To hide them again, please click on the little – icon (above column K).

- **COLUMNS R & S** → contains EU-OSHA’s expert comments/review. The cells with EU-OSHA’s comments are coloured in yellow/orange.

Please make sure to check these comments as well, and to integrate the EU-OSHA’s version / comments in the translation (if they are relevant, of course).

P	Q	R	S
T1 + T2 + A DISCUSSION		EU-OSHA experts version	Comments from EU-OSHA's experts
trans 2 fluent			Aanbevelingen' instead of 'Consultancy'
trans 2 fluent			

How to proceed?

As you are the adjudicator you are in charge of filling the file and you are the one who makes the final decision.

1. Your task is to **decide - jointly with the translators - on the prefinal translation**. Once you made the decision which translations to take you should:

- either leave the content of column O – with the adjudicated version - as it is (if the translators and you agree that the current translation is OK)
- or edit the translation in column O (if translators and you agree that the translation needs to be edited).

2. Please make sure to write brief explanatory comments in column P:

- ✓ **please explain/justify in a few words each decision in English.**
- ✓ Your comments should be as clear as possible. People who do not understand your language should be able to understand it. So, please do ***NOT*** write anything in your own language (→ a comment such as “**changed कुत्ता into बिल्ली**” is not clear for us, as we do not know what has been changed).
- ✓ If needed, please explain your change using back-translation (for example, “changed cat into dog”). **Every academic/everyone should be able to understand your comments. This is very important, please try to be as precise as possible in your explanation**

3. Please check EU-OSHA experts' comments/version in columns R & S. By default, please edit the translation in column O, as requested by EU-OSHA experts. If EU-OSHA's version/suggestion is not relevant, please do ***NOT*** edit the translation in column O and explain why.

4. Important reminder regarding trend items¹:

Trend questions can be changed **only if** the existing translation (from ESENER-2) is considered as clearly wrong or misleading (i.e. if the initial trend version may have an impact on how the respondents answer/understand the question).

We would like to keep the trend (comparability across different waves of the survey. If there are changes, we cannot compare data/results.). You **must** also look at translation hints for trend translations before writing a comment. There may be a specific instruction as reason why translations were formulated that way.

Please strictly AVOID stylistic change suggestions.

6. At the end of the meeting, please **send us the completed file**.

Remarks:

You should study and identify all the potential issues to discuss BEFORE the meeting and come prepared.

¹ For reminder :

- Trend items are flagged with the letter 't' in column B.
- New items are flagged with the letter 'n' in column B.
- Modified items are flagged with the letter 'm' in column B.

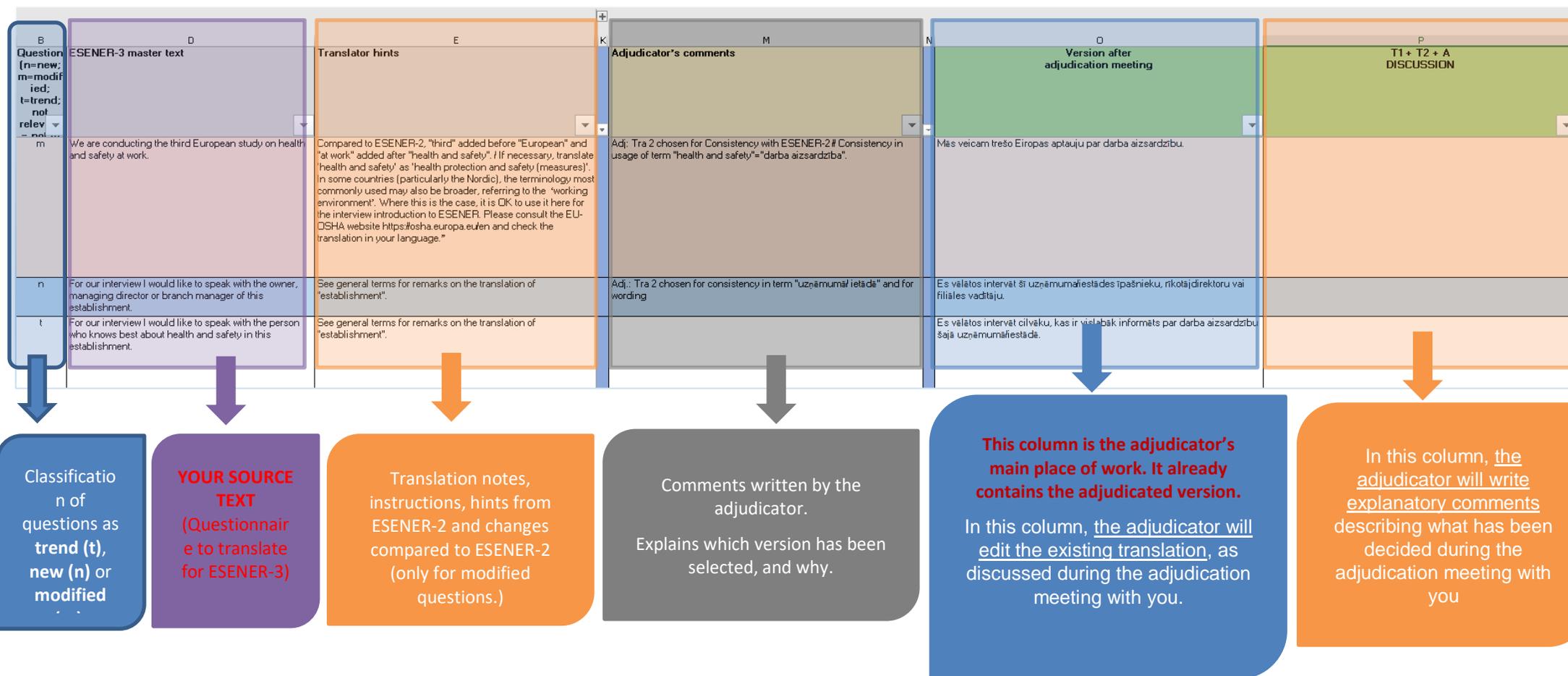
The **meeting** should **last around 2 hours**, but it may not be enough. So do your best to be efficient and not waste time on minor details. Please take this seriously and try not to make inappropriate comments as the client is likely to participate to your meeting. We don't know yet in which adjudication meeting they will attend.

ANNEX 8 – TRANSLATORS’ INSTRUCTIONS FOR THE ADJUDICATION MEETING

Structure of the file:

Please do NOT change the structure of the file by deleting/adding columns or rows! Please also do not change order of rows and columns. This is vital for the correct functioning of the survey program.

The questionnaire is structured as follows:



>> For this stage, the adjudicator will edit/fill in columns O (with the updated translation) and P (with explanatory comments).

ATTENTION!

To simplify the questionnaire file, the following columns have been hidden:

- **COLUMN F** → shows the ESENER 2 version : (This is available only in modified questions and **hidden by default**). These translations should be changed **ONLY** to adapt it ESENER-3 version of the question. What is changed can be seen from translator hints column or by comparing your source text to ESENER-2 source text. Apart from this, ESENER-2 translations must not be changed. (unless there is a very significant wrong translation).
- **COLUMN G** → shows translation from translator 1
- **COLUMN H** → shows comments of Translator 2 on the translation of Translator 1
- **COLUMN I** → shows translation from translator 2
- **COLUMN J** → shows comments of Translator 1 on the translation of Translator 2

Please unhide these columns when necessary (during the adjudication meeting). To do so, please click on the little + icon above column K.

To hide them again, please click on the little – icon (above column K).

- **COLUMNS R & S** → contains EU-OSHA's expert comments/review. The cells with EU-OSHA's comments are coloured in yellow/orange.

Please make sure to check these comments as well. The adjudicator should integrate the EU-OSHA's version / comments in the translation (if they are relevant, of course).

P	Q	R	S
T1 + T2 + A DISCUSSION		EU-OSHA experts version	Comments from EU-OSHA's experts
trans 2 fluent			'Aanbevelingen' instead of 'Consultancy'
trans 2 fluent			

How to proceed?

The adjudicator is in charge of filling the file and makes the final decision.

1. Your task is to **decide - jointly with the adjudicator - on the prefinal translation**. Once you decided – together with the adjudicator and the other translator - which translation to take, the adjudicator should:

- either leave the content of column O – with the adjudicated version - as it is (if you agree with the adjudicator and the other translator that the current translation is OK)
- or edit the translation in column O (if you agree with the adjudicator and the other translator that the translation needs to be edited).

2. The adjudicator should write brief explanatory comments in column P.

- ✓ **The adjudicator should explain/justify in a few words each decision in English.**
- ✓ The comments should be as clear as possible. People who do not understand your language should be able to understand the comment. So, please do *NOT* write anything in your own language (→ a comment such as “changed कुत्ता into बिल्ली” is not clear for us, as we do not know what has been changed).
- ✓ If needed, the adjudicator should explain the change using back-translation (for example, “changed cat into dog”). **Every academic/everyone should be able to understand your comments. This is very important, please try to be as precise as possible in your explanation**

3. Please check EU-OSHA’s experts comments/version in columns R & S. By default, the adjudicator should edit the translation in column O, as asked by EU-OSHA’s experts. If EU-OSHA’s version/suggestion is not relevant, the adjudicator should *NOT* edit the translation and explain why.

4. Important reminder regarding trend items²:

Trend questions can be changed **only if** the existing translation (from ESENER-2) is considered as **clearly wrong or misleading** (i.e. if the initial trend version may have an impact on how the respondents answer/understand the question).

We would like to keep the trend (comparability across different waves of the survey. If there are changes, we cannot compare data/results.). You **must** also look at translation hints for trend translations. There may be a specific instruction as reason why translations were formulated that way. **The adjudicator should AVOID stylistic change suggestions in trend items.**

Remarks:

You should study and identify all the potential issues to discuss BEFORE the meeting, and come prepared.

The **meeting** should **last around 2 hours**, but it may not be enough. So do your best to be efficient and not loose time on little details. Please take this seriously and try not to make inappropriate comments as the client is likely to participate to your meeting. We don’t know yet in which adjudication meeting they will attend.

I will be there at the beginning of the meeting to see if everything is fine and I will leave as I need to join others adjudication meeting.

² For reminder :

- Trend items are flagged with the letter ‘t’ in column B.
- New items are flagged with the letter ‘n’ in column B.
- Modified items are flagged with the letter ‘m’ in column B.

ANNEX 9 – FINAL PROOFREADERS' INSTRUCTIONS

Structure of the file:

Please do NOT change the structure of the file by deleting/adding columns or rows! Please also do not change order of rows and columns. This is vital for the correct functioning of the survey program.

The questionnaire is structured as follows:

A	B	D	N	T	U
key new	Question (n=new; m=modified; t=trend; not relevant = not to translate!)	ESENER-3 master text	VERSION AFTER ADJUDICATION MEETING		FINAL PROOFREADERS' COMMENTS
T00102_te	m	We are conducting the third European study on health and safety at work.	Przeprowadzamy trzecie europejskie badanie dotyczące bezpieczeństwa i higieny pracy (bhp).		
T00103_c1	n	For our interview I would like to speak with the owner, managing director or branch manager of this establishment.	Na potrzeby tej ankiety chciałbym/chciałabym porozmawiać z właścicielem, dyrektorem zarządzającym lub kierownikiem tego zakładu.		
T00103_c2		For our interview I would like to speak with the person who knows best about health and safety in this establishment.	Na potrzeby tej ankiety chciał(a)bym porozmawiać z osobą, która wie najlepiej o temacie bezpieczeństwa i higieny pracy.		

Classification of questions as trend (t), new (n) or modified

YOUR SOURCE TEXT
(Questionnaire to translate for ESENER-3)

This is the pre-final translation. Please read this translation **very carefully**, and make sure it does NOT contain any minor issues (typos, grammar issues, etc.)

This column is your main place of work.
Please write your comments on changes that need to be done

>> For this stage, you will use columns O and U

How to proceed?

Please review the translation in column O.

However, **please do *NOT* edit the existing translation. JUST write comments about the suggested change(s) in column U.** After your proofreading task the adjudicator will decide whether to change the translation or not.

Please focus **ONLY** on minor issues (typos, small grammar issues, etc). The style was already discussed, so please do ***NOT*** suggest better wording or structure.

Please write clear and concise comments. Every academic/everyone should be able to understand your comments. This is very important, please try to be as precise as possible in your explanation!

Please tell us:

- What the problem is;
- How it can be corrected (provide a solution – concrete wording in your language)

Please do not comment on the style as it was already discussed. Please focus on the imperfections. The adjudicator will decide based on your comments whether to change the translation or not.

Please revise only modified and new questions (you are NOT supposed to revise trend questions. But if you spot something while scrolling down, please leave us a comment).

If you have questions, please get back to me.

DOs and DON'Ts

DOs

Please review the translation in column O

Please write your comments in column U

Please focus **ONLY** on minor issues (typos, grammar, etc.)

Please write clear, precise and concise comments
Describe what the problem is, and provide a solution

DON'Ts

Do **NOT** edit the existing translation in column O

Do **NOT** suggest better style, wording, structure, etc.

Do **NOT** revise trend items (flagged with a t in column B)

ANNEX 10 – SPECIFIC TERMINOLOGY

Country	Language	country variants (48)		date of last update			
Austria	German	aut_DEU	Q350, Q352				
Belgium	Dutch	bel_NLD	Betriebsrat bzw. Personalvertretung				
Belgium	French	bel_FRA	Ondernemingsraad	04-04-14			
Bulgaria	Bulgarian	bgr_BUL	Conseil d'Entreprise ou Comité de concertation				
Bulgaria	Bulgarian	bgr_BUL	Общо събрание на работниците и служителите	04-04-14			
Croatia	Croatian	hrv_HRV	Q350: Radničko vijeće				
Croatia	Croatian	hrv_HRV	Q352: Radničkom vijeću	04-04-14			
Cyprus	Greek	cyp_ELL	Not existent				
Czech Republic	Czech	cze_CES	rada zaměstnanců				
Denmark	Danish	dnk_DAN	Q350: Samarbejdsudvalg				
Denmark	Danish	dnk_DAN	Q352: Samarbejdsudvalget	04-04-14			
Estonia	Estonian	est_EST	töökeskkonnandukogu				
Estonia	Russian	est_RUS	Q350: Совет по рабочей среде				
Estonia	Russian	est_RUS	Q352: Совету по рабочей среде	04-04-14			
Finland	Finnish	fin_FIN	YT-toimikunta/yhteinen kokous/neuvottelukunta				
Finland	Swedish	fin_SWE	Samarbetsrådet	04-04-14			
France	French	fra_FRA	délégué du personnel ou comité d'entreprise				
Germany	German	deu_DEU	Betriebs- bzw. Personalrat				
Greece	Greek	grc_ELL	Q350: Συμβούλιο εργαζομένων				
Greece	Greek	grc_ELL	Q352: Συμβούλιο εργαζομένων	04-04-14			
Hungary	Hungarian	hun_HUN	Üzemi megbízott vagy üzemi tanács	04-04-14			
Ireland	English	irl_ENG	Statutory employee representation forum or another form of non-union staff association				
Italy	Italian	ita_ITA	rappresentanza sindacale unitaria o aziendale				
Latvia	Latvian	lva_LAV	uzņēmuma padome				
Latvia	Russian	lva_RUS	Q350: Совет по рабочей среде				
Latvia	Russian	lva_RUS	Q352: Совету по рабочей среде	04-04-14			
Lithuania	Lithuanian	ltu_LIT	Darbo taryba				
Lithuania	Russian	ltu_RUS	Совет предприятия (Darbo taryba)	04-04-14			
Luxembourg	French	lux_FRA	délégation ou représentation du personnel ou un comité mixte	04-04-14			
Luxembourg	German	lux_DEU	Personalvertretung, eine Personaldelegation oder ein gemischter Betriebsrat	04-04-14			
Luxembourg	Luxembourgish	lux_LUX	Personalvertriedung, Personaldelegatioun oder gemischter Betriebsrot	04-04-14			
Malta	Maltese	mlt_MLT	Kunsill tax-xoghol	13-01-14			



labour inspectorate

works council

trade union representation

health and safety repr

health and safety committee

risk assessment

ANNEX 11 – ADJUDICATION/HARMONIZATION MEETING

POL	26/11/18, 9 am	Anna Pszkit Lucja Biel Katarzyna Marciniak
SKX	26/11/18, 1 pm	Rakyta Rastislav Gabriela Simonova Ingrid Mrázová
EEE	28/11/18, 10 am	Margit Vaik Juta Rahkema-Praks Ülle Suvi
FIF	28/11/18, 1 pm	Sari Kivimaa Joni Vallenius Merja Jauhiainen Päivi Creber
NOR	29/11/18, 11 am	Ena Jugo Sigrid Thorbjornsrud Mari Nohre
LUL	29/11/18, 1 pm	Lynn Muller Claude Hermann Christine Schmitt
HRX	30/11/18, 9 am	Ana Ramić Zdenka Ivkovic Goran Senic
MKD	30/11/18, 11am	Nino Medarovski Irena Kacarski-Kimova Rodna Ruskovska
NLX	30/11/18, 1 pm	Peter Hoffman Ingrid Smeets Jessika ter Wal
LTX	30/11/18, 1 pm	Reda Seskeviciute Jurate Markeviciene Vitalija Stankunaviciute

LVL	03/12/18, 1 pm	Sanda Vecenane Arita Upeniece Vita Žagare
CZX	03/12/18, 3 pm	Petr Sedláček Simona Gilarova Lucie Maruniakova
SEV	04/12/18, 9 am	Christina Ekberg Caroline Mella Mats Borgström
ISL	05/12/18, 10 am	Friðrik Björnsson Jóhann Kristjánsson Bjarni Kristinn Gunnarsson
DKX	05/12/18, 11 am	Frederik A. Vandrup Charlotte Corty Annette Horsbol
PTX	05/12/18, 4 pm	Ana Paixão Ana Barreira Diana Tarre Sandra Rodrigues
DEX	06/12/18, 9 am	Arnold Riedmann Sven Wagener Sonja Wiemann
BGX	06/12/18, 10 am	Grigor Ivanov Milena Atanasova Kamelia Gueorguieva
ELX	06/12/18, 10 am	Argyro Sarandou Nancy Charisi Ioannis Chatzilaris Betty Revelioti
RSX	06/12/18, 11 am	Jelena Koncarevic Gordana Sujdovic Maja Jovanovic
ITX	06/12/18, 1 pm	Lodovica Barilli

		Chiara Montali Simona Castelli
HUX	06/12/18, 10 am	Csilla Kecskeméti Ildiko Bartos Krisztina Kótai
ESP	10/12/18, 9 am	Jorge Alarcón Fernández Covadonga Sanchez Blanca Biosca i Costa Montse Font Roura
BEN	10/12/18, 10 am	Mario Lanoye Nathalie Vanderstraeten Helena Vansynghel
EER	10/12/18, 1 pm	Anastassia Lesment Galina Ader Inessa Akhmetova
ROX	12/12/18, 10 am	Catrinel Gogita Anamaria Bulgariu Anca Oprita
FRX	13/12/18, 10 am	Hervé Kerebel Mariane Lambert Karine Constantin
German versions	17/12/18, 3 pm	Michael Bieber Arnold Riedmann Lynn Muller Sacha Stadelmann
Swedish versions	18/12/18, 10 am	Sari Kivimaa Christina Ekberg
Russian versions	18/12/18, 11 am	Anastassia Lesment Reda Seskeviciute Anastasija Volkonska
French versions	18/12/18, 2 pm	Hervé Kerebel Melina Tsilidis Thomas Crépon Annick Michot

Italian versions	18/12/18, 3 pm	Lodovica Barilli Mattia Zanelli
SLX	19/12/18, 9 am	Dejan Možic Andreja Brilej Jani Rebec
MTX	28/12/18, 10 am	Diana Azzopardi David Grech Melanie Muscat