

Cabinet Resolution No. (18) of 2024
On the Executive Regulations of Federal Decree-Law No. (22) of 2022
Concerning Regulating the Translation Profession

The Cabinet:

- Upon reviewing the Constitution,
- Federal Law No. (1) of 1972 On the Competences of Ministries and the Powers of Ministers, as amended;
- Federal Decree-Law No. (22) of 2022 Concerning the Regulation and Development of Translation Profession,
- Upon the proposal of the Minister of Justice and the approval of the Cabinet,

Has resolved as follows:

Article (1)

Definitions

The definitions stated in the aforementioned Federal Decree-Law No (22) of 2022 shall apply to this Resolution; otherwise, the following words and phrases shall have the meanings assigned to each of them, unless the context otherwise requires:

- Sign Language** : A means of communication used by the deaf, people with hearing disabilities, and those unable to communicate verbally. It is based on converting spoken words and phrases into hand and body movements.
- Managing Director** : The Director Organisational Unit concerned with the affairs of Translators in the Ministry.
- Technical Inspector** : The employee appointed in the Ministry to carry out the tasks of auditing and technical inspection of the work of Translators.
- Assessment** : Annual Performance Assessment carried out by the Competent Department on the Translator work.

Decree-Law: : Federal Decree-Law No. (22) of 2022 Concerning the Regulation of Translation Profession

Article (2)

Practising the Translation Profession

The Translation Profession may not be practised in the country except after being registered in the List and obtaining a licence in this regard from the Competent Licensing Authority.

Article (3)

List of Translators and Translation Houses

A List shall be established in the Ministry for the Registration of Translators and Translation Houses, and each of them shall have a file in which everything related to the affairs of practising the profession of the translation shall be added.

Article (4)

Data of Translators and Translation Houses

The List referred to in Article (3) of this decision includes the following data:

1. Name of the Translator/Translation House.
2. Language of translation.
3. Registration number and date of the Translator/Translation House.
4. The Translator nationality.
5. Registration expiry date.
6. Contact information.
7. Identity data.
8. Names of Translators who work for the Translation House.
9. Names of partners in the Translation House, and their details.
10. Names of directors in the Translation House, and their details.
11. Translation House licence number.

Article (5)

Conditions for Registering Sign Language Interpreter

Subject to the conditions stipulated in Article (5) of the Decree-Law, Sign Language Interpreter is required to be registered in

The List shall be as follows:

1. To be highly competent in communicating in sign language and spoken language.
2. To be understanding of the deaf, their characteristics and culture.
3. To have direct contact with deaf individuals and groups in various places, such as deaf clubs and events.
4. To have diverse skills for different translation situations, such as educational, health, legal, television, and others.

Article (6)

Review the Registration Application in the List

The Committee shall review the Registration Application in the List in accordance with the following conditions and controls:

1. Registration Application shall be submitted on the forms prepared for this purpose.
2. The Committee shall examine and review the submitted Applications and complete the necessary documents and papers, after paying the prescribed fees.
3. The Committee shall refer Applicants for completed Registration Applications to take a written and oral technical test, or one of them, according to the forms determined by the Ministry in this regard.
4. The Applicant for Registration shall pass the tests referred to in Clause (3) of this Article in accordance with the success rates determined by the Committee.
5. If the Applicant for Registration passes these tests according to the prescribed percentages, the Committee shall issue its decision to register the Applicant on the List. The decision shall be announced within (10) ten working days from the date of its issuance and the Applicant shall be instructed to pay the prescribed fees for Registration in accordance with the established mechanism.

6. In all cases, The Committee shall decide on the Registration Application within (60) sixty days as of the date of its submission.
7. Applicant with rejected Application may appeal against the resolution issued by the Committee before the Competent Court within (30) thirty days as of the date of being informed of it or the expiry of the period for deciding on the Application without a response, and the judgment issued in this regard shall be final.
8. Applicant with rejected Application or who has not passed the required tests may submit a new Application after the expiry of a period of not less than (6) years and months from the date of submitting his previous Application.

Article (7)

Controls for Using Translators and Translation Houses not Registered in the List

The Competent Judicial Authority may seek the assistance of a Translator or Translation House who is not registered in the List, in accordance with the following controls:

1. The Competent Judicial Authority shall apply to the Ministry to provide Translators who are proficient in the Arabic language and the language to be translated, to carry out translation work.
2. Any Translators or Translation Houses not registered in the List are used if translation is required in a language for which there are no licensed Translators registered in the List.
3. The hired Translator shall be fully proficient in the language to be translated from and into, in reading, writing, and speaking, based on the accredited certificates he provides proving this.
4. The Ministry shall address foreign diplomatic missions accredited to the State within (3) three working days of receiving the request of the Competent Judicial Authority to provide a Translator to carry out translation work in the event that one of its nationals is accused in the case.

5. Technical Inspectors may support to carry out translation work, after the approval of the Committee.
6. The Competent Judicial Authority shall bear the fees of the translator or the translation house, if it decides to seek the assistance of any of them in criminal claims according to their fees.

In all cases, the Translator shall be required to take the legal oath before undertaking the duties assigned to the Translator.

Article (8)

Updating Translators Skills

The Translator shall exercise due diligence to update his skills and keep abreast of developments in the field of the language he is licensed to translate, by attending specialised courses in the field of translation and the language he is licensed to translate from and into, and training programmes prepared by the Ministry during the period of his Registration in the List, for no less than one course per year.

Article (9)

Cancellation of Registration and Suspension of Activity

The Committee shall review requests to cancel Registration suspend practising the activity in accordance with the following procedures:

1. The Application shall be submitted to the Committee on the form prepared for this purpose, provided that evidence of payment of the prescribed fee is attached to it.
2. For the Application to be accepted, it shall be submitted by the Translator or Translation House at least ninety (90) days before the Registration expiration date, including its reasons.
3. The Translator or Translation House shall complete all the work and obligations assigned to him before submitting the Application.
4. The Committee shall examine and review the submitted Applications and complete the necessary documents and papers.

5. In all cases, it shall be considered that the Committee shall decide on the Applications within (60) sixty days as of the date of their submission.
6. Applicant with rejected Application may appeal against the resolution issued by the Committee before the Competent Court within (30) thirty days as of the date of being informed of it or the expiry of the period for deciding on the Application without a response, and the judgment issued in this regard shall be final.

Article (10)

Suspension from Practising the Translation Profession

1. The Translator or Translation House registered in the List may suspend practising the Translation Profession whenever an obstacle prevents them from practising, in accordance with the following conditions and procedures:
 - a. Inform the Competent Department of ceasing to practice the profession no less than (10) ten working days before the suspension, with an explanation of the reason for the suspension through the means decided by the Competent Department.
 - b. The entry in the List shall be effective on the date of notice of suspension.
 - c. Pay the prescribed fee according to the established mechanism.
2. The Committee shall examine and review the submitted Applications and complete the necessary documents and papers.
3. In all cases, it shall be considered that the Committee shall decide on the Applications within (60) sixty days as of the date of their submission.
4. Applicant with rejected Application may appeal against the resolution issued by the Committee before the Competent Court within (30) thirty days as of the date of being informed of it or the expiry of the period for deciding on the Application without a response. and the judgment issued in this regard shall be final.
5. The period of suspension from practising the Translation Profession shall be calculated within the period of Registration in the List. The Translator or the Translation House may request to re-practice it when that impediment is removed,

provided that the conditions for practising and the validity of their Registration shall be met.

6. If the Registration expires during the period of suspension of practising the Translation Profession, it shall be renewed in accordance with the provisions of the Decree-Law and this resolution.

Article (11)

Hand-Over Translator ID and Stamp

The Translator shall hand over Translator ID and Translation Stamp to the Competent Department in the following cases:

1. Suspension from practising the profession.
2. Cancellation of Registration.
3. Cancellation of his Registration from the Register.

Article (12)

Annual Performance Report

1. The Competent Department shall prepare an annual performance report to assess the Translator work, in terms of his general technical level in the translation work he has undertaken, the complaints registered against him, the extent of his commitment to professional development, the Translation Charter, and his general rating in the technical inspection reports, in accordance with the form attached to this decision.
2. The Competent Department shall submit technical inspection reports and annual performance reports to the Committee to take the necessary action regarding them in accordance with its powers stipulated in Article (17) of the Decree-Law.

Article (13)

Duties and Powers of Technical Inspectors

The Minister may appoint Translators in the Ministry with experience and expertise in the field of direct translation for the following tasks:

1. Review a sample of the work of Translators and Translation Houses, estimate the efficiency and accuracy of their work, and complete it correctly.
2. Review complaints filed against Translators and Translation Houses and prepare reports on them.
3. Conduct urgent and sudden inspection of Translator or Translation House to confirm certain facts, actions or transgressions attributed to either of them, or related to a specific incident.
4. Conduct periodic inspection in accordance with the technical standards and requirements issued by the Committee.

Article (14)

Technical Inspection Procedures

1. The Technical Inspector shall provide advice and guidance to the Translator if the Technical Inspector has comments, or if the Translator or Translation House commits some unintentional errors.
2. The Translator or Translation House whose work has been technically inspected shall be informed of the comments given by the Technical Inspector in order to respond to them within (15) fifteen days from the date of his notice thereof, before the Inspector prepares his final technical report and submits it to the Director of the Department.
3. The Director of the Department shall present the annual performance report and any other reports prepared by the Department or the Technical Inspector on the work of Translators and Translation Houses to the Committee to take any of the appropriate measures:
 - a. letter of thanks to the professional Translator or Translation House for with no comments, and keep a copy of that letter in their file.

- b. Translator is subject to a training programme for improvement of his performance.
- c. Invite the Translator to attend special orientation meetings to address errors.
- d. Referral to the Disciplinary Board in cases that require it.

Article (15)

Repeals

Cabinet Resolution No. (7) of 2014 on the Executive Regulations of Federal Law No. (6) of 2012 concerning regulating the Translation Profession shall be repealed, and every provision that contradicts or conflicts with the provisions of this Resolution is repealed.

Article (16)

Publication and Entry into Force of the Resolution

This Resolution shall be published in the Official Gazette and enter into force as of the day following the date of its publication.

Mohammed Bin Rashid Al Maktoum

Prime Minister

Issued by Us:

On: Sha'ban 27th, 1445 H.

Corresponding to: March 08th, 2024 AD.

**Form attached to Cabinet Resolution No. (18) of 2024
On the Executive Regulations of Federal Decree-Law No. (22) of 2022
Concerning Regulating the Translation Profession**

"Performance Report"

Translator Name:		Licensed Translation Language:	
Registration Number:		Registration Date:	

Achieved performance	Degree	Elements of Assessment
	15	<p><u>First: The Translator dealings with the documents being translated</u></p> <p>View the total number of translated documents, and the Translator level of translation in terms of strength and weakness.</p> <p>Extent of his commitment to transferring the content of documents into the translated language.</p>
	20	<p><u>Second: Registered complaints against the Translator</u></p> <p>The number of registered complaints against the Translator from clients, and the decision taken regarding them by the Committee.</p>
	15	<p><u>Third: The Translator commitment to professional development</u></p> <p>The extent of the Translator commitment to the plans of continuous and specialised training and qualification</p>

		programmes decided by the Ministry and its impact on improving his performance.		
	15	<u>Fourth: The Translator behaviour</u> The extent of the Translator commitment to the Code of Professional Conduct and his respect for the traditions and ethics of the Translation Profession.		
	20	<u>Fifth: General commitment to the obligations imposed by the Law be Decree.</u> The extent of compliance with what the federal Decree-Law law shall specify regarding the Translator obligations.		
	15	<u>Sixth: Technical Inspection Reports</u> Review the total technical inspection reports on the Translator work, what was recorded in them, and the extent of his compliance 5 with the directives of the competent administration and its observations regarding proposals to improve performance.		
	100	Total Translator Rating Scores		
91-100 Excellent	81-90 Very good	61-80 Good	51-60 Average	50 Weak