



# TERMS OF BUSINESS FOR INTERPRETING

FOR THE GLOBAL MARKET  
of the  
MACEDONIAN ASSOCIATION OF  
TRANSLATORS AND INTERPRETERS (MATA)

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# INTERPRETATION

## Fees and Booths

1. Additional costs such as travel days, transportation costs, accommodation, daily subsistence and bank charges are not included in the daily fee. These costs, when occurring, must be covered by the client.
2. For every started working hour after 7 working hours, overtime shall be charged.
3. In any event, the active working hours of the interpreter shall not exceed 9 hours. If longer interpretation is needed a team of 3 interpreters or a second team of interpreters must be engaged.
4. When traveling, regardless of small number of hours of actual interpreting, the whole daily fee shall be charged.
5. When the interpreter has to travel to the place of interpretation in the same day of the assignment, it will be considered that the working day starts at the moment of starting the travel and ends when the interpreter returns in the place of residence.
6. If the place of engagement is outside of the Republic of Macedonia, and it is necessary that the interpreter travel the previous day, the interpreter is entitled to a **travel day allowance amounting to 50% of the agreed daily fee for interpretation.**
7. If the interpreter cannot return to his/her place of residence until midnight on the day of the assignment, or travels back the day after the event has taken place, he/she is entitled to a **travel day allowance amounting to 50% of the agreed daily fee for interpretation.**
8. For every additional day of travel, the interpreter charges the **full daily fee.**
9. If days for adaptation are foreseen and/or non-working days between the meetings outside of the interpreter's place of residence, the interpreter charges **the full daily fee** for such days.
10. In each booth interpreting into one direction (Language A into Language B) there must be at least 2 interpreters at all times.
11. In each booth interpreting into two directions (Language A into Language B, Language B into language A) there should be 3 interpreters at all times.
12. For consecutive interpretation assignments longer than one hour two interpreters are needed.
13. As an exception, for liaison interpreting one interpreter may be engaged provided that the working conditions and the length of the assignment do not affect adversely the health of the interpreter.
14. The client is obliged to provide all necessary materials (agenda, presentations, supporting documentation) to the interpreters well in advance (but not later than a few days before the assignment) so that the interpreters can prepare.

## Working day of the interpreter

The working day of the interpreter may not be longer than two sessions, each lasting a maximum of three hours including all necessary breaks, and a lunch break which shall not be shorter than 1 hour, and in which the interpreters shall not be given additional assignments.

The total number of working hours with all the breaks and the lunch break shall not exceed 7 hours. Coffee/refreshment breaks and lunch breaks may not be deducted from the working hours of the interpreter as such breaks are essential to the concentration and the health of the interpreters.

### Non-working days

When the interpreting job is outside the interpreter's place of residence, the contract/client covers all days of engagement, starting with the first day of travel until the day of return. Non-working days spent away, days needed for adaptation after a long travel and days for orientation meetings are also paid by the client.

### Travel

All travel costs shall be covered by the client. Visa and accommodation related costs included.

### Rest days

After long travels, or after travel that includes changing several time zones, rest days should be foreseen. Rest days that were needed after long travels, or after travels through several time zones, **are charged at the full daily fee.**

### Accommodation and per diems (daily subsistence allowance)

1. Interpreters stay at the same venue as the delegates.
2. Accommodation costs are covered by the client.
3. For events in the Republic of Macedonia, but outside of their place of residence, interpreters charge per diems, which are equal to the per diems foreseen in the regulation prescribing the per diems for the employees in the public administration of the Republic of Macedonia.
4. For assignments abroad, interpreters request per diems commensurate to the living costs in the relevant country. The costs recognized as DSA in the UN and EU DSA scales should be taken as reference.