



EUROPEAN CENTRAL BANK

EUROSYSTEM

DIRECTORATE GENERAL LEGAL SERVICES
LEGISLATION DIVISION

14 February 2013

Letter of Reference

This is to confirm that Ms Hanna Juskiewicz, born on 7 June 1983, worked for 8 months as a trainee lawyer-linguist at the European Central Bank (ECB) from 15 June 2012 to 14 February 2013 in the Directorate General Legal Services, Legislation Division.

During her traineeship Ms Juskiewicz was involved in a variety of legal and linguistic tasks. This included both preparing the Polish language versions of the ECB's legal acts and instruments for adoption by the ECB's governing bodies, as well as activities related to providing legal advice on Polish law in the field of banking and finance. The specific tasks Ms Juskiewicz was involved in included, *inter alia*, the following:

Translation of legal texts

- translating numerous complex legal acts (e.g. ECB opinions, guidelines and decisions) and other texts from English into Polish and, occasionally, also from Polish into English, using computer-based translation software (SDL TRADOS) to maximise efficiency and consistency;
- reviewing such texts for legal, linguistic and terminological consistency, with a total number of pages estimated at 650 (including translated, revised and recast legal acts and instruments);
- performing complex legal research underlying the translation process;
- performing alignments of completed translations as well as creating and managing translation memory databases (using WinAlign and Euramis tools);

Provision of legal input

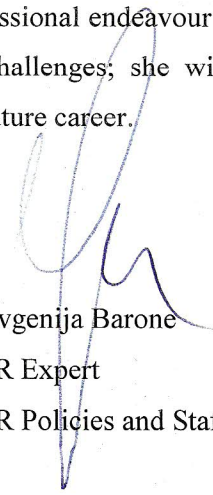
- participating in several drafting panels preparing ECB opinions on draft Polish legislative provisions in the area of banking and financial law (e.g. on the Polish deposit guarantee scheme; Polish credit unions etc.);
- providing advice on and monitoring developments in the Polish banking and financial law;
- providing Polish law input for comparative analysis of national legislation;
- participating in the preparation of a weekly electronic newsletter reporting on the latest legal developments in Member States; this included selecting and summarising the relevant content in close cooperation with colleagues from across the Division, as well as editing and preparing the final product for the publication.

In conducting the above tasks Ms Juskiewicz successfully coped with urgent assignments and working under time pressure. She performed exceptionally well as a legal translator and consistently maintained high professional standards. Ms Juskiewicz integrated quickly into the Legislation Division and demonstrated willingness to learn and enthusiasm during her traineeship. She was accurate and efficient in all aspects of the work and contributed positively to the team. Moreover, her advanced legal, linguistic and communication skills and friendly manner have been appreciated by Legislation Division staff and enabled her to participate actively in the work and other activities of the Division.

We are happy to recommend Ms Juskiewicz for any professional endeavour she chooses to pursue. She is a strong team player, eager to learn and face new challenges; she will be a great asset to any organisation. We wish Ms Juskiewicz all the best for her future career.



Mikael Stenström
Head of Division
Legislation Division



Jevgenija Barone
HR Expert
HR Policies and Staff Relations Division