

ENGLISH
for
EUROPEAN PUBLIC ADMINISTRATION

Acknowledgements

All lessons are based on texts published by the European Union on the official website **europa.eu**.

The following printed and online resources have been used:

P. H. Collin, **Dictionary of Government and Politics**, second edition, Peter Collin Publishing, 1997

P. H. Collin, **Dicționar de politică și administrație publică – englez-român** (traducător Marie-Jeanne Nițescu), Editura Universal Dalsi, 2000

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<http://www.businessdictionary.com/>

<http://www.investopedia.com/>

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**ENGLISH
for
EUROPEAN PUBLIC
ADMINISTRATION**



**EDITURA UNIVERSITARĂ
București, 2016**

Redactor: Gheorghe Iovan
Tehnoredactor: Ameluța Vișan
Coperta: Monica Balaban

Editură recunoscută de Consiliul Național al Cercetării Științifice (C.N.C.S.) și inclusă de Consiliul Național de Atestare a Titlurilor, Diplomelor și Certificatelor Universitare (C.N.A.T.D.C.U.) în categoria editurilor de prestigiu recunoscut.

Descrierea CIP a Bibliotecii Naționale a României
MIERLĂ, ANCA

English for European public administration / Anca Mierlă, Marian
Mierlă. - București : Editura Universitară, 2016
Conține bibliografie
ISBN 978-606-28-0511-1

I. Mierlă, Marian

811.111:35(4)

DOI: (Digital Object Identifier): 10.5682/9786062805111

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Editura Universitară
Editor: Vasile Muscalu
B-dul. N. Bălcescu nr. 27-33, Sector 1, București
Tel.: 021 – 315.32.47 / 319.67.27
www.editurauniversitara.ro
e-mail: redactia@editurauniversitara.ro

Distribuție: tel.: 021-315.32.47 / 319.67.27 / 0744 EDITOR / 07217 CARTE
comenzi@editurauniversitara.ro
O.P. 15, C.P. 35, București
www.editurauniversitara.ro

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I

THE HISTORY OF THE EUROPEAN UNION (I)

Exercise1. Fill in the blanks with the appropriate word in the box.

amend	assembling	candidate	chaired	consensus	consultations
convene	declaration	draft	draw up	elected	Heads
majority	observers	Ombudsman	overseen	submitted	Treaty

On March 1957 in Rome, six countries (Belgium, France, Germany, Italy, Luxembourg and the Netherlands) signed the 1. establishing the European Economic Community (EEC).

It was at Laeken, in Belgium, that the 2. of State or Government of the 15 Member States of the European Union decided to 3. a “European Convention”, 4. the main parties involved in the debate on the future of Europe. This European Convention was instructed to 5. a document intended to provide a starting point for discussions in an Intergovernmental Conference to 6. the existing European Treaties (the “Laeken 7.” of 15 December 2001). Never before has an amendment of the European Treaties been prepared by such a large and open assembly as the European Convention.

The European Convention, 8. by Mr Valéry Giscard d’Estaing, began work on 28 February 2002. It was composed of 105 members (and 102 alternates), comprising 1 Chairman, 2 Vice-Chairmen, 2 representatives of the European Commission, 15 representatives of the Heads of State or Government of the Member States, 13 representatives of the Heads of State or Government of the 9. States, 30 representatives of the national parliaments of the Member States, 26 representatives of the national parliaments of

amend	assembling	candidate	chaired	consensus	consultations
convene	declaration	draft	draw up	elected	Heads
majority	observers	Ombudsman	overseen	submitted	Treaty

the candidate States and 16 members of the European Parliament. Thus, 72 of the Convention's members, i.e. a good 10., were directly 11. members of national parliaments of the European Parliament.

The proceedings of the Convention were also 12. by 13. 13., representing the Committee of the Regions, the Economic and Social Committee, the European social partners and the European 14. All the Convention's sessions were open to the public and all the official documents were published, notably on the Internet. Numerous working groups were created and the Convention organised extensive 15. of organisations representing civil society (trade unions, employers' organisations, NGOs, academic circles, etc.).

After 16 months' work the European Convention reached a 16. on a 17. European Constitution (13 June and 10 July 2003).

The draft was 18. to an Intergovernmental Conference composed of the representatives of the governments of the present and future Member States.

Exercise 2. Match the phrases on the left with their correspondents on the right.

- | | |
|------------------------|--|
| 1. Treaty of Accession | a) treaty of 1 st Nov 1993, by which the member states of the European Community established the European Union, formed of three pillars: the European Community, and two pillars based on the Council of Ministers, which coordinate foreign and security policies (including defence) and justice and interior policies, such as immigration, international terrorism, drug-smuggling, etc. |
|------------------------|--|

- 2. Treaty of Maastricht / on European Union b) treaty which established the European Coal and Steel Community in 1951
 - 3. Treaty of Paris c) treaty by which a new member state joins the European Union, such as that by which the UK joined the European Community in 1972
 - 4. Treaty of Rome d) treaty which established the European Economic Community and the European Atomic Energy in 1957

Exercise 3. Fill in the blanks with the appropriate English correspondents of the phrases in the box, making all the necessary changes:

conducător executiv a fi însărcinat cu	conducător de facto șeful guvernului (x4)	deschiderea lucrărilor parlamentului șeful statului (x3)
---	--	---

A 1. may not have much political power, and may be restricted to ceremonial duties (meeting ambassadors, laying wreaths at national memorials, 2., etc.). The 3. is usually the 4. of the country, except in countries where the President is the 5., and the 6. 7. the administration. In the U.K., the Queen is 8., and the Prime Minister is 9. in the U.S., the President is both 10. and 11.

Exercise 4. People, talks and papers

Match the words on the left with their definitions on the right.

- | | |
|-----------------|--|
| A. 1. candidate | a) deputy or second in command |
| 2. chairman | b) most important person |
| 3. head | c) person who is in charge of a meeting |
| 4. member | d) person elected to represent a group of people |
| 5. observer | e) person who puts himself forward for election |

- | | |
|-------------------|--|
| 6. partner | f) person who attends a meeting to listen but not to take part |
| 7. representative | g) person who belongs to a group or a society |
| 8. vice- | h) person who takes part with another or others in some activity |
| B. 1. assembly | |
| 2. conference | a) conference of members of a society, political party, etc. devoted to a particular purpose (e.g. election of candidates) |
| 3. consultation | b) number of persons who have come together |
| 4. convention | c) coming together of a group of people |
| 5. debate | d) discussion leading to a vote, especially the discussion of a motion in Parliament |
| 6. discussion | e) talking about a problem |
| 7. meeting | f) meeting or period when a group of people meets |
| 8. session | g) act of asking for advice |
| | |
| C.1. amend | a) official statement |
| 2. declaration | b) saying something clearly |
| 3. document | c) something written or printed to be used as a record or evidence |
| 4. draft | d) first rough document which has not been finished |
| 5. draw up | e) write one's name in a special personal way on a document to show that one has written or approved it |
| 6. sign | f) written legal document between countries |
| 7. statement | g) change or correct |
| 8. submit | h) prepare a (legal) document |
| 9. treaty | i) ask for something to be considered by a committee or meeting |

Exercise 5. Choose the write word to complete the sentences below.

1. In the U.S.A. theis the president (i.e. the chairman) of the Senate.

- a) head b) representative c) vice-president

2. The of state is the official leader of the country.

- a) chairman b) head c) candidate

3. The committee met under the of Mrs. Jones.

- a) membership b) partnership c) chairmanship

4. He earned a reputation of keen of current mores.

- a) observer b) representative c) member

5. The Labour was elected.

- a) member b) candidate c) observer

6. The legislature is made up of elected by secret ballot.

- a) candidates b) representatives c) partners

7. Profits are shared equally among all the

- a) representatives b) partners c) candidates

8. The company is a of the Association of British Insurers.

- a) partner b) candidate c) member

9. After a long the bill was passed by the House of Commons and sent to the House of Lords.

- a) discussion b) debate c) consultation

10. The Police Federation is holding its annual this week.

- a) session b) debate c) conference

11. There must be full with the union on this matter.

- a) consultation b) discussion c) conference

11. The first of the new Parliament opened with the reading of the Queen's speech.

- a) discussion b) debate c) session

12. After some the committee agreed to an adjournment.

- a) discussion b) consultation c) conference

13. Clearness of is more important than beauty of language.

- a) declaration b) draft c) statement

14. The Bill is with the House of Commons lawyers.

- a) draft b) declaration c) document

15. The was signed but not ratified.

- a) draft b) treaty c) statement

16. Deeds, contracts and wills are legal

- a) declarations b) treaties c) documents

17. The count has been going on since 10 o'clock and we are still waiting for the

- a) statement b) document c) declaration

18. The Democratic Party to select the presidential candidate was held in Washington.

- a) meeting b) convention c) assembly

19. A staff will be held next Friday.

- a) meeting b) convention c) assembly

20. The of Deputies is the lower house of the legislature in Romania.

- a) meeting b) convention c) assembly

21. The cheque is not valid if it has not been by the finance director.

- a) signed b) submitted c) drawn up d) amended

22. He six planning applications to the committee.

- a) amended b) submitted c) drawn up d) signed

23. I'll a list of possible changes.

- a) draw up b) sign c) amend d) submit

24. Please your copy of the minutes accordingly.

- a) draw up b) sign c) amend d) submit

II

THE HISTORY OF THE EUROPEAN UNION (II)

Exercise 1. Fill in the blanks with the English correspondent of some of the words and phrases in the box. Make all the necessary changes.

adoptarea constituției europene	a angaja	a ajunge la un acord/ consens
avocatul poporului	în spatele ușilor închise	lărgire
legitimitate	libera circulație	monedă unică
parteneri sociali	participanți	piață unică
politică externă	președinție	proceduri
reformă instituțională	a reuni	sediu
sesiune plenară	societate civilă	treburi interne

The history of the European Union has over the last years been marked by a series of changes to the European treaties. Each one was prepared by an Intergovernmental Conference (IGC) bringing together over a period of months the representatives of the governments of the Member States. The Commission also took part in the work of the ICGs, and the European Parliament was also involved.

The Single European Act, signed in February 1986, enabled the Union to create the 1. and establish on its territory the 2. of people, goods, services and capital, from which the business sector and the people of Europe now benefit.

The Maastricht Treaty, signed six years later, enabled the Union to move forward in a number of areas: the introduction of a 3., a common 4., cooperation in the area of justice and 5.

After Maastricht, however, the further development of the European political union seemed to lose its momentum. The two ICGs which led to the signature of the Amsterdam (1997) and Nice (2001) Treaties, even though moderately successful,

adoptarea constituției europene	a angaja	a ajunge la un acord/ consens
avocatul poporului	în spatele ușilor închise	lărgire
legitimitate	libera circulație	monedă unică
parteneri sociali	participanți	piață unică
politică externă	președinție	proceduri
reformă instituțională	a reuni	sediu
sesiune plenară	societate civilă	treburi interne

were characterised by a weaker political resolve and many institutional questions, capitally important though they were on the eve of the Union's 6., remained unanswered (how to ensure the smooth running of a Union of 25 or more Member States, how to guarantee the 7. of the institutions representing the states and the people of Europe).

When in December 2000, the heads of state and government of the 15 Member states, meeting in Nice, 8. on the revision of the Treaties, they felt the need to pursue the 9. which many deemed too timidly expressed in the Treaty of Nice. The European Council accordingly instituted a broader and more comprehensive debate on the future of the Union with a view to fresh revision of the Treaties.

Exercise 2. Word partners. Fill in with the missing word.

	affairs	single	
business			society
foreign			market
	of movement		partner
	reform	to reach	

Exercise 3. Match the definitions below with two of the phrases above:

- a) policy followed by a country when dealing with other countries
- b) way in which a country deals with its own citizens

Exercise 4. Related words to *legitimacy*: *legitimate*, *legit* (informal), *legitimize*, *illegitimate*. Fill in with the missing vowels and match the words with the appropriate definitions. Then complete the phrases below.

A.

- a) l_ _ f _ l applies to what is allowed by law or according to law of any sort, such as natural, divine, common, etc.;
- b) l_ g _ l applies to what is connected to law or sanctioned by law or in conformity with the law, (especially as it is written or administered by the courts);
- c) l _ g _ t _ m _ t _ lawful or regular; may apply to a legal right but also, in extended use, to a right or status supported by tradition, custom, or accepted standards;
- d) l _ c _ t lawful or permitted; applies to a strict conformity to the provisions of the law and applies especially to what is regulated by law.

B.

- a) The government's way of dealing with the supply of marijuana is inadequate.
- b) Religious leaders have a reason to be concerned.
- c) Capital punishment is in many countries.
- d) All his activities have been perfectly

C. Can you think of any antonym for each?

III

THE HISTORY OF THE EUROPEAN UNION (III)

Exercise 1. Fill in the blanks with some of the corresponding English words/phrases in the box, making all the necessary changes.

adoptarea constituției europene	a angaja	a ajunge la un acord/consens
avocatul poporului	în spatele ușilor închise	lărgire
legitimitate	libera circulație	monedă unică
parteneri sociali	participanți	piață unică
politică externă	președinție	proceduri
reformă instituțională	a reuni	seedi
sesiune plenără	societate civilă	treburi interne

A year after Nice, the European Council met in Laeken and on 15 December 2001 adopted the Declaration on the future of the European Union, 1. the Union to becoming more democratic, more transparent and more effective, and to paving the way for a Constitution in response to the expectations of the people of Europe.

The method used so far to review the Treaties has come in for much criticism. European integration is a matter for all our citizens. The major stages in its development can no longer be decided at Intergovernmental Conferences held 2. and involving only the leaders of the governments of the Member States. In order to prepare the next IGC in as transparent and as wide-ranging a way as possible, the European Council therefore decided to convene a Convention bringing together the main 3. in the debate: representatives of the governments of the 15 Member States and the 13 candidate countries, representatives of their national parliaments, representatives of the European Parliament and of the European Commission, 13 observers from the Committee of

adoptarea constituției europene	a angaja	a ajunge la un acord/consens
avocatul poporului	în spatele ușilor închise	lărgire
legitimitate	libera circulație	monedă unică
parteneri sociali	participanți	piață unică
politică externă	președinție	proceduri
reformă instituțională	a reuni	sediu
sesiune plenară	societate civilă	treburi interne

the regions and the Economic and Social Committee, plus representatives of the European 4. and the European 5. The Convention method has made it possible for the first time for all European and national viewpoints to be expressed in a broad, open and transparent debate.

The mandate of the 105 members of the Convention and their alternates, under the 6. of Mr Giscard d'Estaing, was established by the Laeken European Council. The aim was to examine the essential questions raised by the future development of the Union, and to seek out responses to be presented in a document which will be used as a starting point for the negotiations of the IGC, which will, as set out in the Treaty on European Union, take the final decisions.

Certain issues had been identified by the Laeken European Council. How to ensure better distribution of the Union's powers, how to simplify the instruments whereby the Union takes action, how to provide better guarantees of democracy, transparency and effectiveness in the European Union, how to simplify the current Treaties, and whether this simplification could pave the way for 7.

In order to guide the debates of the Convention a Praesidium was set up, composed of twelve leading personalities: the Chairman, Mr Giscard d'Estaing and two Vice-Chairmen, Messrs Amato and Dehaene, representatives of the governments of the three Member States which held the 8. of the Council during the Convention, two representatives of the national parliaments, two representatives of the European Parliament and two representatives of the Commission (Messers Barnier and Vitorino). In addition, the representative of the Slovene parliament was invited to take part in the meetings.

adoptarea constituției europene	a angaja	a ajunge la un acord/consens
avocatul poporului	în spatele ușilor închise	lărgire
legitimitate	libera circulație	monedă unică
parteneri sociali	participanți	piață unică
politică externă	președinție	proceduri
reformă instituțională	a reuni	sediu
sesiune plenară	societate civilă	treburi interne

The first session of the Convention was held on 28 February 2002. The Convention met over a period of 15 months in 9. lasting two or three days and involving one or two meetings monthly in the 10. of the European Parliament in Brussels. In parallel with the Convention's plenary sessions, work was also organised within working groups or think tanks, each chaired by a member of the Praesidium and focusing on a series of specific topics.

In the interests of transparency, a Convention Internet site published the contributions of the members of the Convention, the 11. of the debates and the draft texts debated.

In order to further widen the debates and involve all the people of Europe, a plenary session of the Convention was devoted to listening to 12. Contact groups, along the lines of the working groups, also enabled the organisations of civil society to put forward their points of view.

A forum was opened for these organisations (social partners, business circles, NGO's, academic world, etc.) which thus had the opportunity to post on a dedicated Internet site their contributions to the debate on the future of the Union.

After a year of debates, the Convention 13. to forward a draft Constitution to the European Council.

Mr Giscard d'Estaing accordingly submitted the results of the work of the Convention to the Thessaloniki European Council on 20 June 2003.

The text submitted by the Convention is a draft to serve as the basis for the work of the Intergovernmental Conference which will 14. the representatives of the governments and the European Commission and the European Parliament, starting in October 2003, prior to taking the final decisions.

Exercise 2. Fill in the table below with the corresponding noun/verb. Think of other related words.

	action	institute	
adopt			integration
	benefit	involve	
change			issue
	chairmanship	lose	
characterize			move, movement
	conference		negotiation
	constitution		observer
convene			partner
	cooperation	pay	
compose		prepare	
	contribution	present	
create			presidency
	criticism		proceedings
debate		provide	
decide			reform
develop		represent	
	distribution		resolve
	document		response
	draft	review	
establish		sign	
examine			simplification
	freedom	submit	
guarantee		use	
guide		widen	