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# Bilingual Contract Control Training Course: Arabic and English Drafting, Translation and Review

26 – 30 October 2026  
Vienna





## Bilingual Contract Control Training Course: Arabic and English Drafting, Translation and Review

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### Programme Summary

Bilingual contract control is the subject of this one-week training course for contracts managers, legal counsel, procurement directors and heads of function at managerial level, ending in a bilingual contract control file for one live agreement. Many organisations sign Arabic and English contracts where the two texts drift apart in obligation, date or defined term. The programme moves from meaning shifts to precedence clauses, terminology workflow, review and dispute exposure. Mars Training Centre UK delivers this programme on bilingual contract control to mixed-organisation cohorts.

### The Business Case

Disputes over translated agreements often start with a small wording difference: a duty read as an intention, a date read in the wrong order or an exclusive forum read as optional. Leaders who control how two language versions are written, reviewed and signed reduce the chance that a court or tribunal reads the weaker text against their organisation.

- Dispute Exposure: Falls as language conflicts are found and resolved before signature.
- Review Cycle Time: Shortens as terminology is fixed before translation begins.
- Obligation Clarity: Improves as mandatory duties, numbers and dates are checked in both texts.

### Principles and Evidence Base

- ISO 17100 Translation Services: Frames the stages of translation, revision and proofreading, applied in Sessions 3 and 5.
- ISO 18587 Post-Editing of Machine Translation: Sets the rules for human correction of machine output, applied in Session 3.
- ISO 20771 Legal Translation: Supplies requirements for the work of legal translators, applied in Sessions 3 and 4.

### Intended Participants

- Managers who approve contracts issued or signed in two languages.
- Counsel who advise on which language version prevails.
- Procurement leaders who award and renew agreements with foreign counterparties.
- Heads of function who rely on translated terms to run delivery and payment.
- Reviewers who sign off translated schedules, annexes and notices.

Typical settings include construction, energy, healthcare supply and public sector procurement.



## Learning Outcomes

1. Participants will be able to diagnose where obligation strength shifts between an Arabic and an English contract text.
2. Participants will be able to construct a governing language clause that states which version prevails and how conflicts are read.
3. Participants will be able to evaluate a translation workflow against the stages and roles of ISO 17100.
4. Participants will be able to justify an approved glossary for defined terms before translation starts.
5. Participants will be able to prioritise clause-level findings by dispute exposure.
6. Participants will be able to assess a live agreement and record the result in one control file.

## Programme Structure

### Day 1: Where Meaning Shifts Between Two Texts

Where do obligation and meaning change between the Arabic and English versions?

- Obligation Strength Comparison Table
- Mandatory and Permissive Wording Map
- Date, Number and Currency Format Check
- Legal Concept Equivalence Matrix
- Defined Terms Divergence Log

### Day 2: Governing Language and Precedence Clauses

Which text prevails, and how should the clause say so?

- Governing Language Clause Models
- Precedence Between Language Versions
- Conflict Reading Rule Test
- Exclusive Forum Wording Check
- Notice and Communication Language Clause

### Day 3: Terminology and Translation Workflow

How are terms fixed before translation and checked afterwards?

- Approved Glossary Build
- ISO 17100 Process Stage Review
- Machine Output and Post-Editing Rules under ISO 18587
- ISO 20771 Legal Translation Checklist
- Second Reviewer Sign-Off Sheet



## Day 4: Review and Dispute Risk Diagnosis

How are translation errors found and ranked as dispute risk?

- Side-by-Side Clause Review Method
- Softened Obligation Case Patterns
- Annex and Schedule Consistency Check
- Force Majeure and Penalty Wording Test
- Dispute Exposure Ranking Grid

## Day 5: Bilingual Contract Control File for One Live Agreement

Do the earlier tools produce one file that another reviewer could audit?

- Applying the Session 1 Divergence Log
- Testing the Session 2 Clause Models
- Reusing the Session 3 Approved Glossary
- Ranking Findings on the Session 4 Grid
- Completing the Bilingual Contract Control File

## Methodology

The programme uses a structured exercise on paired Arabic and English extracts from supply, services and works agreements. Participants mark each difference, decide its weight, redraft the weaker text and then compare results in small groups before applying the same tools to an agreement from their own work.

- Suggested activity: Redrafting a softened payment duty so both texts bind equally.
- Suggested activity: Building a short glossary from a defined terms schedule.
- Suggested activity: Tracing a disputed deadline back to a date format difference.

## Capstone Output

Each participant completes a bilingual contract control file for one live agreement. It holds a divergence log, a governing language clause, an approved glossary, a review record with second reviewer sign-off and a ranked list of dispute risks. The file is used at work to brief counsel and to prepare the next renewal.

## Frequently Asked Questions

### Is bilingual contract control suitable for managers who are not lawyers?

Yes. Bilingual contract control is taught through paired extracts and templates. You need working knowledge of both languages and some contract experience, but no legal qualification.



## **Which standards does bilingual contract control training rest on?**

Bilingual contract control training rests on ISO 17100 for translation services, ISO 18587 for post-editing of machine output and ISO 20771 for legal translation requirements.

## **How is the file from bilingual contract control used at work?**

You use the bilingual contract control file to brief counsel, brief the translator and reviewer, and prepare renewal talks with clear records of what each text says.

## **How does bilingual contract control differ from general contract drafting?**

Bilingual contract control concentrates on keeping two language versions equal in force, while general contract drafting concentrates on structure and clauses in a single text.