**The trickiness of doing business clearly and synoptically**

12 January 2022, Zoom meeting online

**The third seminar in order within the project *Strengthening the Capacities of Professional Organizations of Czech Literary Translators*, called in short, the “Translators’ Gym”, and financed from the EEA Funds 2014–2021, belonged to the topic of freelance professional life and tax requirements. Given the current development of the coronavirus pandemic, this time it took place online. The workshop was focused on two important areas: everyday life under one’s own guidance and what a translator as a self-employed person must fulfil by law. The lecturer Kateřina Klabanová introduced the course participants to topics such as a home study/office, time management, mental hygiene, fair working conditions and a professional approach to work or translation ethics. The lecturer Alžběta Malkovská built on this block with information on how to manage the translation profession administratively without unnecessary mistakes and risks. The workshop was planned for twenty-five participants and was experienced by both experienced translators and students and beginning colleagues working with a variety of language combinations. The topic also attracted those for whom translation is one of several professions.**

Kateřina Klabanová, an experienced translator from English and German, called her entry “Literary Translator as a Complex Profession” and set herself the task of emphasizing to the audience the fact that translation is a full-fledged job and that even in a situation where we are our own bosses, it is very important to watch your working hours, environment and tools. She noted at the outset that for many translators, literary translation is part of a portfolio of income-generating activities, which can make it difficult for them to concentrate and develop healthy work habits.

Because the profession of a translator contains in addition to the actual work with the text a whole series of “invisible” activities from obtaining commissions, resolving the legal requirements of contracts or communication with clients to self-education, assuring a working environment and suitable aids or mental hygiene. Although all of these activities are an integral part of our profession, we tend to overlook them. At the same time, it is necessary to take them into account even during pricing – this is where the question of one of the participants came from: does it make sense to use applications that allow you to measure the time of work on a computer. According to Kateřina Klabanová, this is a valuable piece of information for the translator himself/herself – s/he can read from the net time of working with the text how much time he/she needs to complete the translation in case of extreme emergency, if s/he omits any other activities. In other circumstances, there is a risk that the translator will place too high demands on himself/herself and then work inefficiently and blame herself/himself for being incompetent. “You have to realize that even the lady in the office is paid for the time when she goes to make tea. Don’t try to hatch the solution by sitting on it,” the lecturer advised, adding that the great advantage of working as a freelancer is the possibility to engage in another activity if the translation is dragging on right now.

But how do I set the price of my work properly if I can’t reflect the amount of time? Kateřina Klabanová advises to start from the recommended salary range of the guaranteed gross wage according to the degree of work qualification. We then divide this monthly salary by the number of working days and the number of standard pages that we are able to translate in one day - on average, translators state 4-6 NS, including checking and incorporating editorial notes and proofreading. The resulting amount can serve as a check of whether we manage our time and qualifications correctly and at the appropriate price.

It is also essential for translators to solve a reliable and fast internet connection, to identify the tools that will facilitate their work (dictionaries, software, adjustable desk), to take care of mental hygiene (including changing types of texts) and body care (especially enough sleep and exercise for a healthy back) and eyesight (monitor brightness, suitable glasses, proper desk lighting). It is precisely self-care that is often underestimated in working on a freelance basis. It is also advisable to maintain contact with colleagues and the profession as such, to meet with publishers, not to forget collective management and possible financial incentives, and to monitor the offer of workshops. Being a professional means, among other things, knowing your possibilities and your price and being solid towards the publisher, the editor, your colleagues and yourself.

In the second half of the workshop, the floor was taken by the translator, interpreter and teacher at the Institute of Translation Studies FA CU Alžběta Malkovská and she very synoptically showed the differences between various types of contracts (DPP /Agreement to Complete a Job/, DPČ /Agreement to Perform Work/, smlouva o dílo /Contract of Work/, autorská smlouva /authorial contract/, smlouva o poskytování překladatelských služeb /contract on the provision of translation services/) and the requirements for starting a business as a self-employed person. It is necessary to clarify whether it is an ancillary or main activity, to obtain a trade license, ideally also a data box and a business account, and at the same time to register for personal income tax at the FO and to pay health and social insurance with your health insurance company and social security administration. Part of the presentation was also the specific minimum monthly prepayments for 2022.

The lecturer further presented the tax conditions of the individual types of contracts depending on the amount of the fees and taxation of the self-employed and pointed out possible pitfalls associated with the flat tax (e.g., problems with proving income when applying for a mortgage or maternity leave).

At the end, she added a tip on several information sources that are worth following: finance.cz, mesec.cz and jakpodnikat.cz. At the same time, she pointed out that the issue of translation fees is so complex and unusual in terms of taxation that it is not advisable to rely on tax advisers. They very often have only minimal experience with these types of incomes and the translator may have to pay a fine even though he has paid an expert. According to Alžběta Malkovská, it is therefore essential to understand and orientate oneself in it.