

2 **WORLD SERVICES TRANSLATION**
3 **COMMITTEE**

4 **OBJECTIVES**

- 5 1. To provide a consistent and coherent manner in which translations can be
6 developed.
7 2. To provide financial and technical assistance as needed for translation
8 projects.
9 3. To ensure that all translations maintain the integrity of the Twelve Steps and
10 Traditions as well as the spirit of the NA message.
11 4. To provide a general yearly production schedule for all projects.
12 5. To set a priority translation schedule for each language.
13 6. To initiate translations when a need has been defined and the specific NA
14 community is unable to initiate the translations themselves. *(This could occur*
15 *in countries where the fellowship is isolated geographically, has no service*
16 *structure, or lacks members with the skills to work on translations.)*
17 7. To secure all legal documentation, releases, etc., needed to protect the
18 translation of NA material.

19 **MEETINGS**

- 20 1. Meets as a committee three times a year. *(These meetings should be*
21 *determined by coordination with the international fellowships' assemblies.*
22 *Currently, the ESC meets mid-summer, so it would be advantageous to*
23 *schedule a meeting either before or after that conference. Since this*
24 *committee is concerned with matters that directly affect international*
25 *communities, meetings should be scheduled to meet their needs. While*
26 *reports can be made at the annual WSC, it is unrealistic to plan translation*
27 *work based on the WSC work year. The three meetings could be held in May,*
28 *September and February with the first meeting in February. This would*
29 *provide the committee with a budget with which to plan their upcoming work.)*
30 2. Meets by conference calls as needed.

COMPOSITION

1. Voting members
 - a. 2 members from the BOD appointed by the BOD chairperson
 - b. 2 members from the WSB appointed by the WSB chairperson
 - c. 3 members, preferably with language skills, appointed by the WSB chairperson
2. Non-voting members
 - a. 2 WSO Translation staff members (*These members are assigned by WSO management and are involved in the day to day work*)
3. Ad Hoc members
 - a. Additional members added as needed by majority vote of the Translation Committee

TERMS

1. All terms are for two years with the exception of the WSO Translation staff members whose terms are determined by their job assignment by WSO management. (*Translations are very complex projects. It would highly advisable to have a beginning term of two years for the entire committee to allow adequate time for everyone to become thoroughly familiar with projects, schedules, production processes, legal matters etc. A consistent committee for a defined period of time will allow for greater planning and implementation of translation projects. At the end of two years, the committee would implement a proposal to introduce new members, by staggered terms, appointment, rotation or whatever seems feasible.*)
2. The WSB Chairperson will assign both WSB members as the chairperson and vice chairperson respectively.

RESPONSIBILITIES

1. Chairperson
 - a. Chairs all meetings, and sets agenda.
 - b. Responsible for all Translation Committee reports
 - c. Gives report at the annual WSC.
 - d. Responds or gives direction to staff for responses to correspondence.
 - e. Initiates all conference calls as needed.
 - f. Maintains monthly contact with WSO staff for progress reports on all projects.

- 1 g. Responsible for written updates to keep the committee apprised of the
2 status of the various projects.
- 3 2. All Members
- 4 a. Review and approve all requests for translations.
- 5 b. Make proper agreements with individuals or groups of individuals to
6 develop translations within the parameters of the standard translation
7 process.
- 8 c. Receive and review all correspondence and reports about works in
9 progress.
- 10 d. Discuss any development concerns that the standard translation process
11 doesn't cover. For example, any proposed changes in the Twelve Steps
12 and Traditions, or concerns about wording that can't be resolved by
13 those members producing the translation.
- 14 e. Attend any working committee meetings on translations as needed.
- 15 f. Give approval for the printing of finished translations.
- 16 3. Staff Members
- 17 a. Initiates, maintains and coordinates communications and
18 correspondence with all communities requesting translations assistance.

19 OBJECTIVES OF TRANSLATION PROCESS

20 The translation process itself follows a fairly standard procedure. The main
21 purpose for this procedure is to ensure that the integrity of the Twelve Steps and
22 Twelve Traditions themselves and as they are embodied in our literature remains
23 consistent when translated into another language. There are two distinct parts to
24 the translation process. The first section outlines the manner in which the
25 conceptual content is examined while the second section outlines how the work is
26 handled in progress. Further, this entire process enables working committees the
27 opportunity to benefit from previous translation experiences by direct
28 communication with a coordinating body such as The World Service Translation
29 Committee. This general procedure will allow for a coordinated and consistent
30 management of translation projects.

31 TRANSLATION PROCESS

32 Translations come from a variety of sources. Regardless of the source of the
33 translated material, all translations are handled in a similar fashion. While there is
34 a standard manner in which translations proceed, it is important to maintain a

sense of flexibility regarding this task. Each language has corresponding cultural and ethnic values that may require modification to any standard development plan. Initial communication with any language group requesting translations will be sent a standard packet of information. It will contain information on how to form a translation group, words that typically pose difficulty during translations, and suggestions about language, style and composition. Upon receipt of any material to be translated, a copyright release will be solicited to allow consideration of the material. Legal arrangements will be initiated whenever possible to allow for protection of our copyrighted material.

1. To determine the conceptual fidelity of the translated material while maintaining proper usage of that language. There are typically two sources of translated material, from NA members and non-NA individuals. Regardless of the source the material begins the process in the following manner.
 - a. Translated material received from NA members will be sent to a professional translator, as well other NA members who have language skills in that language whenever possible, for translation of specific selections. These selections will be used to determine conceptual fidelity and technical accuracy. Technical accuracy here means a review for correct sentence composition and style for that language .
 - b. Translated material received from non-NA sources will be sent to a professional translator, as well as NA members who have language skills in that language whenever possible, for translation of specific selections. These selections will be used to determine conceptual fidelity and technical accuracy. Technical accuracy here means a review for correct sentence composition and style for that language.
 - c. Material initiated by the Translation Committee will be sent to a professional translator for translation into the specific language. NA members with language skills in that language will be solicited to review the translation for conceptual fidelity and technical accuracy. Technical accuracy here means a review for correct sentence composition and style for that language.
 - d. Staff will prepare a report from these initial reviews to identify any concerns relating to the translation with recommendations for further work. This initial process should determine whether the submitted material can be used for further development or whether another draft will need to be created.

- 1 e. The chairperson of the World Services Translation Committee will either
2 arrange a conference call or place the item on the agenda for the next
3 scheduled committee meeting. At this point the committee will determine,
4 as outlined in committee responsibilities, whether or not to begin work on
5 the proposed translation project.

6 By utilizing this procedure, the Translation Committee will be able to make
7 recommendations for further investigation or to initiate a project. When a decision
8 has been reached by the Translation Committee to begin a translation project the
9 next outline is followed.

- 10 2. To produce technically accurate translations ie, composition, grammar,
11 spelling, and punctuation.

12 a. A hard copy first draft is produced for the working committee. Each draft
13 is printed in standard review form format, assigned a file address, an
14 ISBN number with a technical tracking sheet and document cover page
15 attached.

16 b. All correspondence, communication and work pertaining to the
17 translation is maintained by WSO translation staff members. This will
18 include the Translation Committee's review of all drafts any work in
19 progress.

20 c. When a working committee has completed their final draft, a status report
21 is sent to the World Services Translation Committee. A final draft status
22 will mean that the draft has been completed to everyone's satisfaction. At
23 this point the Translation Committee will decide whether to give approval
24 for printing. The one question that will need to be answered at this stage
25 of the project is whether or not the budget can accommodate the printing.

26 APPROVAL OF TRANSLATIONS

27 Once the printing for a translation has been approved the draft will begin the
28 actual publishing process. There are several steps to this process which includes
29 the design work, typesetting, and proofing the final draft. The final step requires a
30 signature from the working committee's designated representative authorizing the
31 "blue line" draft. The "blue line" draft is an exact camera duplication of the original
32 work. The purpose of this draft is primarily cosmetic and is a check for
33 typographical errors, margins, pagination, and blemishes in the design.

34 All literature that has been translated and approved for printing will have as
35 part of the publishing legend the wording "This is a Translation of NA Conference
36 Approved Literature." This wording will clearly indicate that the translation *itself* is

not Conference approved but that it is a translation of Conference approved literature. If in future printings there seems to be notable concerns with the word choices, phrases, or expressions in the translation, a revision process can be set up according to the section Revisions to Translations.

REVISIONS TO TRANSLATIONS

1. Revisions to translations are considered every five years. During that time, all input, suggestions or comments are maintained by the WSO.
2. WSO staff will present a report listing all input, suggestions and comments pertaining to each item the year it is available for revision to the World Services Translation Committee.
3. The Translation Committee will review and evaluate the proposed revisions. They will prepare a report with the proposed revisions to be sent to the responsible committee, board or group in the country in which the language is spoken.
4. After agreement is reached about the revisions between the two respective committees, work will begin on the revision.
5. Upon receipt of revised material, it will be sent to a professional translator in order to determine conceptual fidelity and technical accuracy.
6. Staff will prepare a report for the Translation Committee to identify any concerns relating to the revisions.
7. If any concerns exist, work will continue until agreement between the Translation Committee and the working committee is reached.
8. When the revision is completed, it is sent to the respective country for a 90 day approval process. Each country will have the responsibility to develop its own approval process, for example, a large assembly or a committee given the authority to approve a new translation. Written approval of the revised item is sent to the Translation Committee.
9. Upon receipt of written approval, the Translation Committee will approve a new printing.
10. If a system is not available in the respective country to approve the revised translation, the World Services Translation Committee will approve the printing of the revised translation.

NEW ORIGINAL MATERIAL

New, original literature written in languages other than English will be translated so that it can be submitted to the world service body responsible for the review and evaluation of new literature. Translation of original material will follow the same procedure as outlined in part 1, items a and d, under the section Translation Process. The report prepared by the staff will be sent to the appropriate world service body. *(Currently, the WSC Literature Committee is responsible for evaluating new recovery oriented proposals, however the wording of this section needs to allow for the possibility for future changes in world services.)*

PROBLEM RESOLUTION

Occasionally there may be problems that cannot be resolved by the usual means of communication as outlined in this policy. Should this ever occur there remains another course of action that can be used to settle the point(s) in question. The two bodies that can be consulted are the Board of Trustees and the World Service Conference itself. They will be utilized in the following manner.

1. The Board of Trustees will be asked to review all the information pertaining to the specific issue(s) in question. They will be given any written communication, reports and minutes that relate to the particular matter. They will have whatever meetings they deem necessary to study the problem including direct communication with the individuals, groups or committees involved with the issue. The Board of Trustees will report their recommendations to the Translation Committee as well as to any concerned parties. If the trustee's recommendations fail to resolve the matter it will then be presented to the World Service Conference.
2. The World Service Conference, which includes all participants, will be informed of the matter by the conference chairperson through whatever means available. At the next scheduled annual WSC, the conference body will have the opportunity to discuss any reports, suggestions or recommendations in order to find a solution to the problem. The Translation Committee, The Board of Trustees and the designated representative from the members involved will be able to address the conference with their concerns. The conference will decide either by vote, resolution or specific direction, a course of action to be taken to settle the matter.