

TRANSLATION IGIF DOCUMENTS

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Translation Team Coordinator



UN·IGIF
INTEGRATED GEOSPATIAL
INFORMATION FRAMEWORK

- ✓ Member States participating on the translation team.
- ✓ Current languages where translation is underway.
- ✓ The robust process being utilized to ensure quality translation.
 - ✓ Additional languages needs.
- ✓ Invitation to other Member States to join the translation team and support additional language needs.
 - ✓ Benefits gleaned by participating Member States.



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The beginning....



The Translation Team was set up in the last quarter of 2022, following the 12th session of the UN-GGIM, with the support of the CDWG,

and initially composed of representatives of three voluntary Member States:

Belgium, Saudi Arabia and Mexico.

The overall ambition

- to help promote the UN-IGIF documents widely.
- to help foster the launch of as many language tracks as possible.



Keep moving

Guidance for translation process

- Explains the step-by-step process followed for ensuring high-quality translations.
- Emphasizes the importance of linguistic accuracy and cultural sensitivity in the translations.
- Provides an overall **description of the translation process**:
 - key stakeholders,
 - establishes guiding principles,
 - quality standards to be imperatively met



Mandate and Objectives of the Translation Team (TT)

The TT was set up in the last Quarter of 2022, following the 12th session of the UN-GGIM, with the support of the CDWG, and initially composed of representatives of three voluntary Member States: Belgium, Saudi Arabia and Mexico.

The translation process of the UN-IGIF documents is performed on a voluntary basis. However, all translated UN-IGIF documents must match the quality of an official translation. Translated documents by the TT will be endorsed and approved by all translating Member States and the Secretariat as if they were official translations of the original in EN.

The TT aims at proposing and consolidating a new comprehensive approach for the translation of the UN-IGIF documents that will ensure the high-quality standards required, and that would be sufficiently well defined to be repeatable by other voluntary Member States in the future.

The overall ambition of the TT is to help foster the launch of as many language tracks as possible to help promote the UN-IGIF documents widely in support of improved geospatial information management for sustainable development.

Recommendation of the TT to the Secretariat

As the TT progresses with the translation of UN-IGIF documents, the focus will turn to establishing an update process in collaboration with the Secretariat to keep track of potential future changes to the EN versions, to help prevent unnecessary translation work and guarantee the best use of the resources of the voluntary Member States. This process shall notably include a proposal for a uniform system of file names that will help clearly track changes and the successive versions of each document in all languages throughout the translation process.

Initial Timeline and Deliverables

Initially, the translation process of the UN-IGIF documents will be performed in 3 languages, Arabic (AR), French (FR), and Spanish (ES) and concerns Part 2: Implementation Guide of the IGIF. Other UN-IGIF related documents will be dealt with in later stages of the process

Depending on the resources available within each language track, the timeline, and modalities of the translation process of the IGIF documents may vary, while following the guiding principles and matching the agreed quality standards.

The TT's initial goal is to have some IGIF Part 2 documents translated and approved for publication by August 2023, and to report on progress at the 13th session of the UN-GGIM.



Translation process

Process in 3 Successive Stages






- The translation/proof reading
- The review
- The approval

The aim of the review stage is twofold:

1. To verify the overall conformity of the translated document with the original in EN;
2. To reach a consensus on a version that can be understood by all Member States sharing the language.

4 Successive Statuses of the IGIF documents

1. The original version in EN, status = Ready for translation
2. Documents translated/proofread (with the diagrams embedded and the overall layout matching the original in EN), status = Ready for review
3. Documents reviewed, status = Ready for approval
4. Document approved, status = Approved for publication

-  **Version of reference** – This folder contains the latest approved version (ex. 2022 final version) in EN language - read only. These documents of reference, accessible to all points of contact of voluntary member states (POCs of VMS) should not be modified nor displaced.
-  **Ready for translation** – This version is used to launch the translation process. In this folder, the original documents in EN (in Word and Powerpoint formats) that are ready for translation are made available to the POCs. Access of POCs is limited to their assigned language.
-  **Ready for review** – This version is used to launch the review process. The folder contains all *Ready for review* versions of the documents (= fully translated with diagrams embedded) saved in relevant subfolders under each language. Access of POCs is limited to their assigned language.
-  **Ready for approval** – This version is used to launch the approval process. It contains all *Ready for approval* versions of the documents (= review process fully completed, eventually including track changes/comments) saved in relevant subfolders under each language. Access of POCs is limited to their assigned language.
-  **Approved for publication** – This folder contains all *Approved for publication* versions of the documents (read only version) saved in relevant subfolders under each language. POCs can access all languages.



Specific recommendation for translation process

Guiding principles for the translation process

Stakeholders and roles

1. The Overarching Coordinator, fluent in EN, acts as the main point of contact between the CDWG Co-leads, HLG-IGIF Co-Leads, Language Coordinators, overseeing the translation process, chairing regular meetings of the TT Co-Leads, and ensuring the consistency of UN-IGIF documents.
2. For each language track, one voluntary Member State is designated as the TT Co-Lead by a Language Coordinator, fluent in EN, to coordinate the translation process and report on progress. A change of Language Coordinator, to the extent possible, two weeks in advance.
3. Language Coordinators oversee the translation process in their assigned language.
4. Depending on the resources available with modalities of the translation/proofreading as well as the complexity of the document, following the guiding principles and matching the needs of the document.
5. To facilitate the workflows, all other Member States are encouraged to provide input for translation/proofreading, or the review stage as well as the final decision. Language Coordinators will keep a list of potential reviewers for each language, based on the proactive input of all Member States.
6. The Overarching Coordinator facilitates the coordination between the Language Coordinators, IGIF Co-chairs and the Secretariat until the documents are ready for publication. The languages reach the status: Approved for publication.

Recommendations regarding the review

17. The Language Coordinators are responsible for facilitating the review stage. Voluntary reviewers co-involved in the reviews must have knowledge of the specificities of the UN-IGIF documents (substance and format).
18. The aim of the review is twofold:
 - a. To verify the overall conformity of the translated document with the original in EN;
 - b. To reach a consensus on a version of the translated document that can be understood by all Member States sharing that language.
19. In case of divergence of interpretation during the review, Language Coordinators should facilitate exchanges between the translator and the reviewer, who shall seek to reach a consensus among themselves.
20. Language Coordinators should identify matters requiring the involvement of the co-leads/co-chairs/Secretariat, in which case he/she will inform the Overarching Coordinator who will assess, eventually take on the issue and provide feedback (Secretariat will make the final decision).

Recommendations regarding the translation/proof reading

7. Depending on the resources available within each language track, translation/proofreading will be performed by either one or several voluntary Member States under the coordination of the Language Coordinator designated for that language.
8. The translation and proofreading must be performed by two distinct and qualified persons.

Language Coordinators are responsible for ensuring that all points of contact of other Member States regarding the translation/proofreading of the UN-IGIF documents follow the guiding principles and quality standards.

Member States may assign the translation/proof reading to the translator and proofreader, ensuring that the quality standards are imperatively met. Translators and proofreaders are briefed accordingly.

Member States have the leeway to manage the contractual arrangements according to their own budget, context, and needs, including the signing of a confidentiality agreement with the translator and proofreader. The same rules for translation work may apply.

Member States should ensure adequate qualification to translate from EN to the other languages and sufficient expertise in translating documents from international law.

Translations should be correct but it must be consistent. Both translators and proofreaders should be acquainted with the specific terminology of the UN-IGIF documents and the original in EN and for overall consistency.

The use of translation tools/software is highly recommended to ensure consistency across all UN-IGIF documents produced and reviewed.

Member States should ensure that, for checking grammatical or spelling errors, the proofreader is fluent in the original in EN and consistency of terminology. The diagrams are correctly embedded, and that the layout of the translated document matches the layout of the original in EN. The proofreader is designated by the Language Coordinator when new UN-IGIF documents are reviewed.

Within each language track, a second team of translator/proofreader could be envisaged to work solely on the diagrams ensuring consistency across all UN-IGIF documents.



Regarding the quality standards for the translation of the IGIF documents

Overall quality standards for the translations of the IGIF documents

The translation process of the UN-IGIF documents is performed on a voluntary basis. However, all translated UN-IGIF documents must match the quality of an official translation. Translated documents by the TT will be endorsed and approved by all translating Member States and the Secretariat as if they were official translations of the original in EN.

In the end, all translations of the UN-IGIF documents must meet the following mandatory quality standards:

1. Translation of the UN-IGIF documents by voluntary Member States shall equal the quality standards of an official translation.
2. The initial intentions and meaning in the original EN version of the UN-IGIF documents must be imperatively preserved. Translations into any other language must therefore be translated exactly as is.
3. No change can be made to any content of the UN-IGIF documents during the translation/proofreading or the review to prevent the loss of intentions and meaning. The translator/proofreader should therefore avoid rephrasing portions of the documents.
4. There are two rounds of verification: The proofreading, and the review stage. Both will pay particular attention to verify the full conformity of the translated document (content and layout) with the original in EN.
5. No change can be made to the layout of the UN-IGIF documents during the translation/proof reading or the review. Limited adaptations of the layout can be envisaged, only when there is no way to avoid it, to the extent that the overall look & feel is preserved.
6. If there are questions or uncertainty with regards to translating any part of a document, or questions or uncertainty arising during the review stage, Language Coordinators should document it and notify the Overarching Coordinator who will eventually facilitate discussion involving all necessary parties (Secretariat will make the final decision).

Specific quality standards of the diagrams (images, charts, graphs, tables etc.):

7. No change can be made to the content or layout of the diagrams during the translation/proofreading or the review. Limited adaptations can be envisaged, only when there is no way to avoid it, to the extent that the overall look & feel is preserved.
8. The diagrams that are translated/proofread separately must be embedded back into the UN-IGIF document mirroring their original placement in the original in EN. Resizing or displacement of any diagrams, or parts within a diagram, is not allowed. Limited adaptations within a diagram can be envisaged, only when there is no way to avoid it, to the extent that the overall look & feel of the diagrams and of the whole document is preserved.
9. If there are questions or uncertainty with regards to translating any part of a diagram, or questions or uncertainty arising during the review, Language Coordinators should document it and notify the Overarching Coordinator who will eventually facilitate discussion involving all necessary parties (Secretariat will make the final decision).





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The process

TRANSLATION TEAM



Mikael Lilje



Sergio Cimbaro



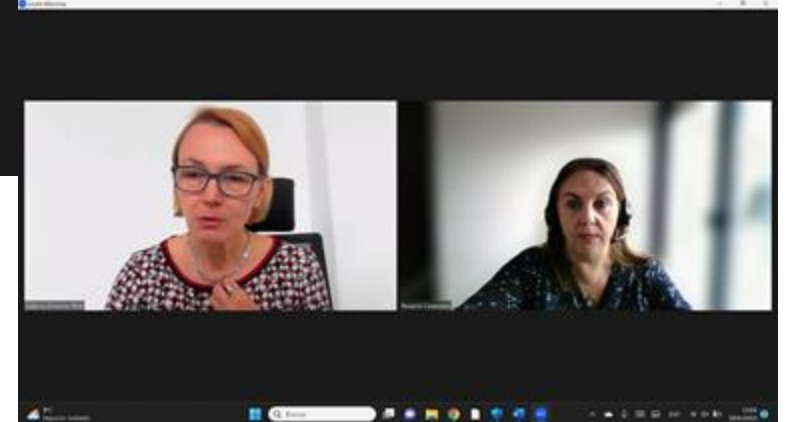
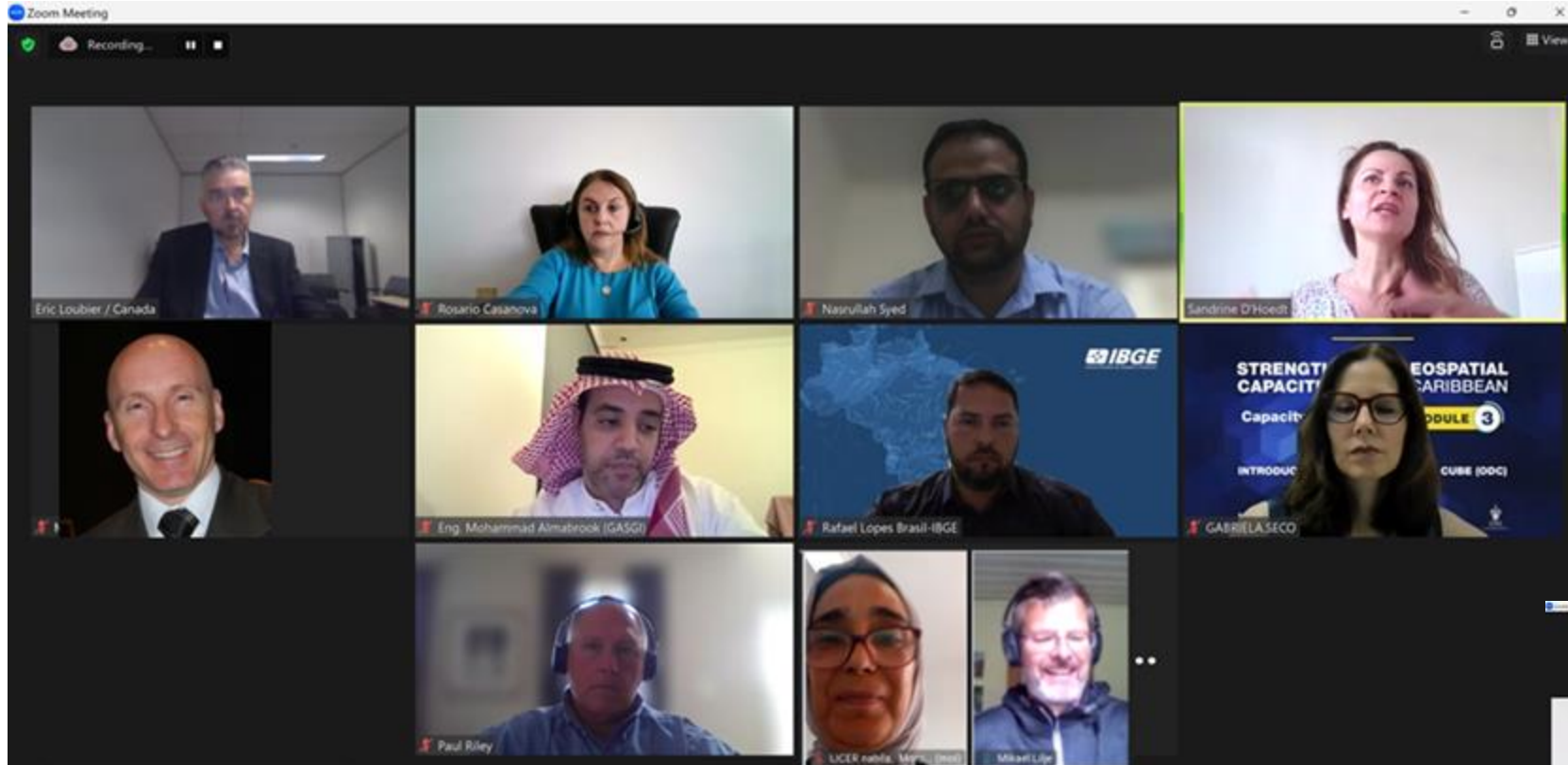
Paul L. Riley



Rosario Casanova



TRANSLATION TEAM



UN IGIF
INTEGRATED GEOSPATIAL
INFORMATION FRAMEWORK

Enabling a better future with location data

TRANSLATION TEAM

FRENCH TEAM

BELGIUM – Sandrine D'Hoedt

CANADA – Eric Loubier



Sandrine D'Hoedt



Eric Loubier

ARABIC TEAM

KINGDOM OF MOROCCO – Nabila Licer

KINGDOM OF SAUDI ARABIA – Mohammad
Abdoh AlMabrook

UNITED ARAB EMIRATES – Mohamed Gheta



Nabila Licer



Mohammad AlMabrook

PORTUGUESE TEAM

BRAZIL – Rafael Lopes da Silva

MOZAMBIQUE – Odete Semiao



Rafael Lopes da Silva



SPANISH TEAM

ARGENTINA – Sergio Cimbaro

MEXICO – Gabriela García Secco



Sergio Cimbaro



Gabriela García Secco

Recently on board ...

SERBIAN TEAM

SERBIA – Ljiljana Živković



Ljiljana Živković

GERMAN TEAM

GERMANY – Gwendolin Seidner



Gwendolin Seidner



Now...

- Strategic Pathway 1.docx
- Strategic Pathway 3.docx
- Strategic Pathway 6.docx
- Strategic Pathway 7.docx
- Strategic Pathway 8.docx
- Strategic Pathway 9.docx
- Translation process IGIF documents_Transla...
- UN-IGIF Part 1_Overarching Strategy_Secon...

- 1- SP 1- 26 pages
- 2- SP 2- Not ready
- 3- SP 3- 35 pages
- 4- SP 4- Not ready- Comments should be included to have the final original version
- 5- SP 5- Not ready- Comments should be included to have the final original version
- 6- SP 6- 35 Pages
- 7- SP 7 - 30 Pages
- 8- SP 8- 33 Pages
- 9- SP 9- 30 pages
- 10- PART 1: OVERARCHING STRATEGY- 27 pages
- 11- Solving the puzzle- Ready but we still don't have in the editable document

Ready for translation	Translation process	Ready for Review	Review process	Ready for Approval	Approved for publication
SP1	Spanish, Serbian, German	Portuguese		French - Arabic	
SP3		Portuguese			
SP6		Arabic			
SP7				French	
SP8					
SP9				French	
PART 1: OVERARCHING STRATEGY	Spanish				



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Comments

Needs and recommendations

- Word version of the appendices relating to the different pathways to be processed as well.
- Glossary of technical words for each language and generalized to all languages.
- Suggest that future documents have trackable changes to facilitate the translation process based on this process done.

More countries being part of this journey!

Not only to add new languages, to review but also to facilitate the work of those on board.



Why is it important to have more than one country- same language?

- To be part of a team, to interact and discuss terms, avoid misunderstanding of “local” expressions.
- Diverse and inclusive translation team to ensure accurate representation of languages and culture.



How will the country benefit for being part of TT?

- ✓ The strength of the existing (and growing) TT network that can help facilitate the launch of new languages through the exchange of best practices.
- ✓ Have the opportunity to work together as a team, to talk with peers sharing goals and purposes.
- ✓ Instances of discussion between countries of the same language, to agree about the understanding of terms.



- ✓ Build a national community of experts. Possibility of making national workshops to discuss the interpretation of each document. Giving countries of your own language the possibility of understanding these important documents.
- ✓ Reach more geospatial data user groups. Working together with academia.
 - ✓ Have tangibles products in short time
- ✓ Being part of the change / Accept the challenge !



Final comments

THANK TO ALL THE MEMBERS OF TRANSLATION TEAM,
PAUL RILEY, MIKAEL LILJE, SERGIO CIMBARO

DO NOT LOSE THIS OPPORTUNITY TO MAKE IT POSSIBLE:

NO ONE IS LEFT BEHIND

It is also **enriching the countries involved,**
generating instances of learning and interaction.



THANK YOU

GRACIAS

OBRIGADA

MERCI

شُكْرًا لَكَ

XВАЛА ВАМ

DANKE



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