

TRANSLATIONS PROCESS DIAGRAM *(August 2023)*

PHASE 1 – START-UP PHASE <i>(and catchup, where needed)</i>																																																		
1. Form Translation Team, assign a Team Contact and Backup Team Contact 2. Team decide who/when/how they will manage the work 3. All team members sign the Licence Agreement with WSO 4. Team joins the Translations Subcommittee for support and guidance		FOR EACH PUBLICATION																																																
5. The Foundation Glossary is translated following the process for Phase 2 below, making sure that each term the same meaning and implication as the original text. 6. Where appropriate, the specialist DeepL Glossary is developed – this is for a limited number of languages at present, but is expanding quickly. <i>At least the basic glossary needs to be completed before any other translations can be done in order to ensure consistency across all publications.</i> 7. The basic meeting literature (Laundry List, Flip Side, Problem, Solution, Steps, Traditions, Promises, Meeting Script) is translated, following the process for Phase 2 below, using the Glossary terms developed in Step 5 above.		ONCE ONLY AT START-UP																																																
8. Free literature is translated, following the process for Phase 2 below – it is recommended that at least 5 of these are translated initially. This is also a good way to introduce a new team member to the translations process, and more free literature items can be added at any stage.		REPEAT AS NEEDED																																																
PHASE 2 – PUBLICATION TRANSLATIONS																																																		
9. Translated first draft is created (Machine Translation or translator) using the most recent version of the publication, which is available via Publishing staff. 10. Document is split into sections at logical breaks																																																		
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11. All sections are assembled into the complete document, dated and labelled with version 12. The complete document follows steps a. through f. to ensure consistency 13. Group conscience approval of the finalized document is obtained 14. Cross references to the page numbers of other publications are inserted and cross-checked.		REPEAT FOR EACH PUBLICATION																																																
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17. The typeset documents are sent to the Translations Team to be checked 18. Any corrections are made to the typeset versions 19. The proof copy of the printed document content is checked and approved. 20. The proof copy of the printed document cover is approved (a photograph of front/back/spine)																																																		
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22. Publication is available for distribution, printed books are warehoused, information is posted on Meeting/Intergroup/Service body website as well as WSO website																																																		