

Draft procedure for managing translation of a Best Practice Guidance from the English original



Instructions to ICEs

Proposed translation procedure

1. The translation process should be managed by the relevant ICE-CMM whose task is to ensure the *Best Practice Principles* are accurately represented
2. It should be used as an opportunity to review and check the validity of information which refers directly to the country in question.
3. Any queries or concerns relating to the accuracy of any content or illustration should be notified to the UNECE Secretary who will seek clarification from the GoE and the Editorial group.
4. No changes are permitted until agreed in writing by the Secretary.
5. Any approved material changes and corrections will be added to the original English version for incorporation in a web update.
6. Presentation is important to ensure the Best Practice Principles are clearly and accurately conveyed.
7. The Secretariat will provide original figures and tables to the ICE-CMM to facilitate translation of all the elements.
8. The completed translation should be reviewed and checked in detail by an independent, qualified third party. The third party should provide a review report in English (or translation) to the Secretary. The Secretary will report to the GoE and invite final acceptance of the translation.
9. Details of publication, dissemination and publicity are to be determined by the ICE-CMM in consultation with the GoE and UNECE secretary.