

Translation Guidelines: CPMS and Related Documents

INTRODUCTION

The latest edition of the *Minimum Standards for Child Protection in Humanitarian Action* (CPMS) was finalised in 2019. These guidelines lay out the process for translating and reproducing the Minimum Standards, as well as its related documents such as training guidelines, roll-out kits, presentations and communications material.

TRANSLATION RECOMMENDATIONS

The translation must be true to the original. **For the CPMS itself, please translate the whole handbook as it appears in the original version. You may not add, change, substitute or delete any sentences, paragraphs, sections or chapters of the text.** However, if you have contextualised all or parts of the CPMS, you may translate this version instead. It should, however, be clearly stated that it is a contextualised version and not the original CPMS.

For related documents, such as CPMS training guidelines, presentations and communications material, there is often a need to adjust the text to the context and/or audience. However, any quoted text from the handbook itself should always use official/existing translations or, if not existing, follow the guidelines below.

It is advisable to facilitate all translations as inter-agency initiatives, thereby ensuring a wider ownership and broader quality control.

STEPS FOR TRANSLATING THE CPMS HANDBOOK

1. Contact the Alliance for Child Protection in Humanitarian Action's CPMS Working Group Co-Chairs (cpms.wg@alliancecpha.org and susanna.davies@rb.se) to inform them of your interest in translating the CPMS. The Alliance will also help prevent the duplication of efforts if a translation has already been made or is in progress in the language desired.
2. Establish an inter-agency Translation Reference Group. The group should include native/fluent speakers from both the original language of the document and the language of translation. The task of the group is to discuss and agree key terms and concepts and to undertake a final proofreading of the translation. The group will help the translator and editor agree on key terms and concepts; the CPMS Working Group Co-chairs can share their list. The group can also produce a glossary of standard translation of key terms. This will be used by the translator to ensure correct translation of child protection and humanitarian terms. This should ideally be done before the translation is started.
3. Identify a lead within the Translation Reference Group. The lead person will facilitate the process and be responsible for the translator's contract and communication with the translator.
4. Identify and use a professional translator, preferably someone that is familiar with the area of child protection in emergencies, child protection or the humanitarian sector at a minimum.
5. Identify an editor. The editor should be an experienced child protection practitioner and proficient in the two languages, although not necessarily at professional translator level. The editor can be the same person as the lead, if appropriate. The editor and translator must not be the same person. The editor will review the translation in detail, paying particular attention to ensuring correct terminology. The editor also reviews the entire translation for style, grammar, punctuation and page order, and ensures no text is omitted or added. The final work by the editor should be reviewed by the Translation Reference Group.
6. The Translation Reference Group should provide a final review of the translation. If any issues are identified for further work, an additional review should be made upon completion of that work.
7. An electronic copy of the final, agreed translation in Microsoft Word should be sent to the CPMS Working Group.

At national and local levels, it is also recommended that the translation of the Minimum Standards be used as an opportunity for capacity-building of child protection actors. An inter-agency session or workshop can be held that introduces the Minimum Standards and discusses the most relevant standards and related actions for the context. This workshop can be held after a rough draft translation is produced so that terminology for these priority areas can be discussed and reviewed for the final translation.



RECOMMENDATIONS FOR PRODUCING THE HANDBOOK

- The graphic design of a foreign language edition must be identical to the English design. Final files (in InDesign or Quark format) must be shared with the CPMS Working Group.
- It is preferable to include the annexes in all translations. Particular attention should be paid to the glossary to ensure that correct terminology is used throughout the handbook.
- The handbook should clearly identify the source of the translation. Please remember to adapt the Acknowledgements page to reflect both the source of the new document and the authorship of the original. The authorship of the Alliance must be acknowledged and contact details of the local producer and distributor of the new publication should be included. Please use the following text:

This [language] edition of the Minimum Standards for Child Protection in Humanitarian Action is published by [publisher] of [address] in [year]. This is a translation from the English edition of the Minimum Standards for Child Protection in Humanitarian Action by the Child Protection Working Group (now the Alliance for Child Protection in Humanitarian Action), published in 2019. This translation was initiated and undertaken by [name of group]. Approved language translations of the handbook can be found online at www.alliancecpha.org.

- Do not add institutional logos to the translated Minimum Standards handbook.
- If financial support has been given for the translation and printing of the Minimum Standards handbook, the supporting agency's name can be mentioned in the Acknowledgements page as follows:

This <language> translation of the Minimum Standards for Child Protection in Humanitarian Action was undertaken with support from <agency>.

- If, due to agency funding or other internal policies, the inclusion of a logo is essential, this can be added next to the above statement on the Acknowledgements page. However, it is preferred that no institutional logo be used. Please check with the CPMS Working Group if you need to use a logo before printing.
- The Alliance must see and approve the final PDF file before it is shared with the printer for printing.



RECOMMENDATIONS FOR DISSEMINATION

- The translation should be made available free of charge to all actors in the humanitarian community, including local and national government authorities, regardless of the agency or individual undertaking the work.
- Distribution through the local inter-agency child protection coordination body is strongly recommended where applicable.
- Please distribute both hard and soft copies of the translation for greater access. Soft copies should be in PDF format.
- The Alliance will make every effort to add the translation to the Humanitarian Standards Partnership app. In addition, it may wish to post the translated document on its Minimum Standards web page, accessible via <https://alliancecpha.org/> so that it can reach a wider audience and inspire others. This will be taken care of by the CPMS Working Group Co-Chairs.
- No individual or agency may realise any financial gain from the translated text.

Thank you for contributing to the greater awareness and use of the Minimum Standards for Child Protection in Humanitarian Action.

