

Annex K

Proposal for interpretation and translation facilities surrounding the 2007 Annual Meeting in Anchorage

The Secretariat

INTRODUCTION

This document has been produced as a result of discussions in the Finance and Administration Committee (IWC/58/Rep2), Item 3.1.2, 'Use of languages other than English'.

INTERPRETATION

The Secretariat understands that the Contracting Governments of France and Spain hope to be able to repeat their generous offer to provide voluntary contributions to pay for simultaneous interpretation into French and Spanish for the private Commissioners' meeting and the Plenary sessions for the 2007 Commission meeting in Anchorage, although it must be stressed that they cannot be certain that funds will be available. However, assuming voluntary contributions are forthcoming, we would suggest that it is appropriate for Commission funds to be used to pay for the travel and subsistence of these interpreters. Assuming travel costs of £1,000 and a subsistence rate of £150 per day, this would amount to some £8,200 for four interpreters (two for each language). The Secretariat will be responsible for hiring suitable interpreters (with advice from the intersessional task force (see below).

The host government (in this case the USA) will arrange to provide booths for the French and Spanish interpreters and headsets for the participants as part of the meeting costs (as agreed at the 2004 Annual meeting). It would be valuable if an additional booth would be provided to host the Japanese interpreters.

TRANSLATION

Thanks to a kind voluntary contribution of Monaco, as a pilot experiment, summaries of key sub-committee reports were translated into French during the 2006 Commission meeting. We understand that this experiment, coupled with the voluntary translation of a summary of the Scientific Committee Report provided by France, was well received. As the next trial phase (i.e. the 2007 meeting), the Secretariat proposes that at least the following documents be translated into French¹:

- (1) Summary of the Chair's report for the 2006 meeting;
- (2) Annotated provisional agenda;
- (3) Summary of the Scientific Committee report (see Appendix 1);
- (4) Chair's summaries of Working Group Reports;
- (5) Resolutions and Schedule Amendments.

As shown in Appendix 1, we suggest that the most appropriate people to work on the translation of the summary of the Scientific Committee report are French and Spanish scientists. As an IWC contribution to this work, we suggest that the Commission pays for the additional subsistence costs for two scientists to remain for four days after the close of the Scientific Committee meeting i.e. a cost of £1,200.

Items (1) and (2) can be carried out remotely for a cost of about £1,200. At least initially, we would suggest that translation for (4) and (5) should be carried out *in situ*, with quality control being voluntarily carried out by one or more delegations. This exercise could be funded by the Commission and would require travel and subsistence for 1 translator for 7 days, plus some £500 per day translation fee. Following the assumptions above, this would amount to some £5,550. This approach implies that the Chairs of Working Groups or Committees provide short, unofficial summaries of their reports for translation.

¹ In the case of the Scientific Committee report summary, we would suggest that this be in French and Spanish as part of the trial.

ROLE OF THE INTERSESSIONAL E-MAIL GROUP ('TASK FORCE')

We suggest that it would be valuable to establish an intersessional e-mail task force. Their role would be to:

- (1) review the outline for the summary of the Scientific Committee report proposed by the Chair of the Scientific Committee, head of Science and French and Spanish scientists (see Appendix 1);
- (2) provide advice to the Secretariat, if needed, on choice of suitable translators/interpreters;
- (3) develop a recommendation for the F&A Committee with regard to deadlines for translations under (5) to be available;
- (4) act as an informal 'quality control' group for the Chair's summaries of Working Groups/Committees during the 2007 meeting;
- (5) based on their experience up to the beginning of the Plenary, develop, with the Secretariat, a proposal for full or further implementation for consideration at the 2007 meeting by the Plenary.

SUMMARY OF COSTS

The costs of this proposal will be partly met from the Commission's funds as shown in the table below. The approximate costs under the assumptions made above will be £16,150. Given the likelihood that the pre-budgeted (£17,000) RMS intersessional meeting will not take place, the above work could be undertaken with no need for an increase in contributions for 2006/2007.

Activity	How costs met	Estimated cost to Commission (£)
SIMULTANEOUS INTERPRETATION FOR FRENCH AND SPANISH		
• Salary of 4 interpreters (2 per language)	Assume costs will be met through voluntary contributions	0
• Travel and subsistence costs for 4 interpreters	From the Commission	8,200
TRANSLATION		
Summary of Scientific Committee Report in French and Spanish		
• Salary of scientists doing translation	Assume met by their Contracting Government	0
• Subsistence costs for two scientists to remain for 4 days after the close of the Scientific Committee meeting	From the Commission	1,200
Chair's Summary report of IWC/58, 2006 and Annotated Provisional Agenda for IWC/59		
• Salary of translator	From the Commission	1,200
Chair's summaries of Working Group reports and Resolutions and Schedule amendments		
• Salary and subsistence costs of a translator working <i>in situ</i> (i.e. at the meeting)	From the Commission	5,550
TOTAL		16,150

Appendix 1

PROPOSAL AS TO HOW TO PROCEED WITH RESPECT TO *TRIAL* TRANSLATIONS OF AN UNOFFICIAL SUMMARY OF THE SCIENTIFIC COMMITTEE REPORT

- (1) The Chair of the Committee, the Head of Science and one or more French and one or more Spanish-speaking scientists (on a voluntary basis) work to produce an outline of the topics the summary report might contain (e.g. priority agenda items, recommendations only, focus on issues related to French and Spanish speaking countries etc). This outline will be forwarded to the intersessional task force for comment and agreement – ultimately this document is being produced for the benefit of national governments rather than scientists and it important that their needs are met to the extent possible.
- (2) When the task force reaches agreement on the outline, it will form the basis of the ‘summary’ for the 2007 Annual Meeting.
- (3) At the conclusion of the Scientific Committee meeting, the Chair of the Scientific Committee, the Head of Science and the volunteer French and Spanish-speaking scientists will:
 - (a) go through the Scientific Committee report together and agree what sections the French/Spanish summaries should contain, on the basis of the agreed outline;
 - (b) on the basis of these discussions, the French and Spanish-speaking scientists will produce an unofficial summary translation (they may do this themselves or check the translation of translators) that will be made available to those countries who request it. It will not form part of the official meeting documentation, but rather will serve as a tool to facilitate participation of francophone and Spanish delegations;
 - (c) sufficient time will be allowed for those scientists to complete the translation;
 - (d) an English summary will **not** be produced.
- (4) It **must** be agreed in advance that the ‘fairness’ or ‘accuracy’ of the summary translation document (or any of the scientists involved) will not be the focus of any Government interventions during the post-Scientific Committee period. The only document of reference will be the Scientific Committee Report provided in English.