

Cocaine Anonymous



Process for fellowship translations

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Translation process for fellowship translations

Preamble

The primary purpose of Cocaine Anonymous is to carry the message of recovery to addicts and alcoholics all over the world. Since the first meeting outside of an English-speaking country, our members have been dreaming of what it would be like to have literature in their own language. While we have made progress toward that end, as we continue to grow, it is imperative that we review our translation policy and procedures to ensure the Cocaine Anonymous message is consistent and readily available to all Areas.

The process outlined below will enable any Area or group to translate our literature without compromising legal safeguards or diminishing the integrity of our message. Our goal is to facilitate the translation process, minimizing delays and costs and to ensure translated literature is available to all. Our aim in this process is to devolve more translation responsibility to Areas and local translation committees. Our goal is to introduce conceptual fidelity into the process thereby allowing local committees to translate literally and have freedom to express themselves in ways best understood by fellows in their own locality.

Translations can begin even without a formal service structure. All it takes are a few dedicated people who are willing to form a Local Translation Committee (LTC) to create translation drafts. The first step is to send a request to the World Service Office Board Translation Committee (WSOBTC) advising of the interest in translating C.A. literature. The WSOBTC will review the request to ensure there are no previous translations. If the literature has not previously been translated, the WSOBTC will forward notification to proceed to the LTC along with a Copyright Agreement to be signed by the Area.

By signing the Copyright Agreement, an Area or Group agrees that the translated material remains the property of C.A. and, as such, the translation can move forward.

Another key component of the translation process is the WSOBTC whose members include a Director at Large, Mainland Europe Regional Trustee, World Service Trustee, Director of Operations and may include members of LTCs. The WSOBTC is tasked with monitoring the status of translations and facilitating the process to ensure all translated material is pushed through the approval and proofreading steps and to address any issues and/or concerns.

This process suggests Areas translate 5 key pamphlets, along with the “glossary of Fellowship language” and “glossary of local terms” to accomplish a level of translation accuracy that may no longer require WSOBTC proofreading, allowing for quicker turnaround and reduced proofreading costs.

Documents to start with

Pamphlet – **What is C.A.**

Pamphlet – **And All Other Mind-altering Substances**

Pamphlet – **To the Newcomer**

Pamphlet – **Cocaine Anonymous Self-Test**

Pamphlet – **The First Thirty Days**

Areas LTCs with a proven track record of successful translations will have the autonomy to appoint an independent local proofreader.

Glossary of local terms – A document of local language variations, idioms and words that don't translate well from English.

How to navigate this document

This document has been arranged as follows:

Steps to be taken by Area LTC's have been indented and marked black. (Right side of Table)

Steps to be taken by WSOBTC are marked green. (Left side of Table)

Process

Start of process

World Service Office Translations Committee (**WSOBTC**) is a standing committee of the World Service Office Board (**WSOB**). The budget for translations and this process is submitted by WSOB to the Finance Committee and is approved by World Service Conference (**WSC**)

Members

Chair - WSOB Director

WSOB - Directors

Director of Operations

World Service Trustee

Trustee appointed by WSBT

Representatives from Local Translations Committee (as invited).

Documents to support this process

Translation Process, Licensing agreement for pamphlets, Royalty Agreement for books, Copywrite agreement and chart for the calculation of fees on books and pamphlets. The WSOBTC have the responsibility to maintain and update these documents.

Ownership

All document, including signed agreements, final translations, reports, and local language files are owned by World Services and are held in the WSOBTC repository.

Request and preparation

World Service Office Board Translations Committee (WSOBTC)	Local Translation Committee (LTC)
	Decision to translate.
	Set up Literature Translations Committee (LTC) at local Area level.
	Send request to translate to World Service Office Board Translations Committee (WSOBTC)
WSOBTC approve or reject the request. On approval a Copyright Agreement will be sent to local Area for signing.	
	Signed Copyright Agreement returned to WSOBTC.
WSOBTC send readings/pamphlets in Doc. format, plus Fellowship Language File. This file contains language peculiar to C.A. in English.	
WSOBTC informs Board of Trustees (WSBT) that translation has started.	
Master tracker updated.	

Translation Process

World Service Office Board Translations Committee (WSOBTC)	Local Translation Committee (LTC)
	LTC translates requested literature and creates a Glossary of Local Terms. This glossary records local language decisions where direct translation isn't suitable, creating an inventory to assist the work of future LTC's.
	Translated work, and Glossary of Local Terms, proofread locally.
	LTC to provide confirmation of approval by local proof-reader.
	LTC to submit report from local proofreader in English to WSOBTC
Translations from emerging Areas will be proofread by independent proof-reader instructed by WSOBTC. Proof-reader will work to agreed deadlines and provide a full report on both translated work and Glossary of terms.	

Subject to agreement with WSOBTC, translations from Areas more established within the process may no longer require WSOBTC proofreading, as proven translators their work should be accepted on trust. However, an updated Glossary of Local terms should be submitted with the translated documents. Updating the glossary will assist future work. All documents need to be stored in repositories both at WSO and local level.

Proofreading

This section is to ensure stringent oversight to protect the integrity of our message. This part of the process mainly applies to emerging Areas.

World Service Office Board Translations Committee (WSOBTC)	Local Translation Committee (LTC)
Emerging Areas, the WSOBTC proof-reader will prepare a report to be reviewed by the WSOBTC. The report will cover both the translation and the Glossary of Local Terms. This report will be given status A, B or C. by the WSOBTC.	
Status A report indicates the translated work, and the Glossary of Local Terms is approved.	
Status B report indicates the LTC will be asked to incorporate minor changes. Once these changes have been incorporated and checked the work will be approved.	
Status C report indicates the translation involves major reworking and will be referred to the WSBT for decision and recommendation.	
	LTC holds approved Glossary of Local Terms to build on.

As indicated above Areas with a proven track record can be exempted from this part of the process once agreed with the WSOBTC. Please note that book translations can require 'samples' for proof-reading, an updated Glossary of Local terms should always be undertaken. Book translation should only be considered once the local LTC has undertaken several translations successfully and acquired a proven track record with the WSOBTC

Creation of documents

World Service Office Board Translations Committee (WSOBTC) working with the World Service Office (WSO)	Local Translation Committee (LTC)
An approved template which includes translated Steps, Traditions and Disclaimers created.	
Approved pamphlet(s) created in pdf.	
Templets and pamphlet pdfs saved in WSOBTC repository.	

Decision on printing

World Service Office Board Translations Committee (WSOBTC) working with the World Service Office (WSO)	Local Translation Committee (LTC)
WSO sends approved pamphlet and/or Book to Area.	
WSO sends Licensing Agreement to Area for pamphlets. Royalty agreements sent to Areas for Books.	
	Area makes decision to print locally or purchase from WSO.
	Areas to print pamphlets locally sign Licensing Agreement and return copy to WSO
	Areas to print books locally sign Royalty Agreement and return copy to WSO

Handover of documents

World Service Office Board Translations Committee (WSOBTC) working with the World Service Office	Local Translation Committee (LTC)
	Signed Licensing Agreement and/or Royalty Agreements returned to WSO
Copy of Licensing Agreement and/or Royalty Agreement placed in repository.	
	Final copies of completed documents (Pamphlets and Books) sent to WSO

Process repeats for the 'first five' pamphlets. Areas may prefer to translate all the 'first five' pamphlets in one request, so these would pass through the Process together. The same proof-reading process as above would be required for each pamphlet. As an Area acquires a proven track record for quality of translation WSOBTC proof reading will no longer be a requirement. This exemption needs to be agreed with the WSOBTC. All other parts of the Process should be followed. Please note Licensing Agreements are for Pamphlets and Royalty Agreements are for Books.

Process review

World Service Office Board Translations Committee (WSOBTC)	Local Translation Committee (LTC)
WSOBTC will keep the Process under review and make recommendations to WSOB and WSBT for consideration.	
	LTC's invited to suggest changes for consideration.
Agreed recommendations result in this process being updated.	

Any queries, please contact WSOBTC secretary at translations@ca.org