ASI Translations Policy

Version 3 – 1 February 2022

This Policy was adopted by the ASI CEO.

Introduction

The Aluminium Stewardship Initiative (ASI) has a global and multi-lingual membership and stakeholder base. While the official language of ASI is English, ASI aims to also make key outputs available in other relevant languages.

This Translations Policy sets out key aspects for managing translations of ASI outputs.

Principle of this Policy

This policy aims to ensure that:

- ASI has oversight and responsibility of translations of normative documents
- the cost of translation is appropriate to the value delivered to stakeholders
- translations are planned for in a timely manner as part of budgeting and standards setting processes
- support for translations by ASI members and/or stakeholders is appropriately managed and acknowledged
- credible service providers are used to prepare translations, and
- the status of translations relative to the official language are clearly stated in ASI documents

Oversight and responsibility

ASI retains oversight and responsibility for translations of ASI's normative documents (currently Performance Standard and Chain of Custody Standard versions), supporting materials (guidance, training modules, learning materials, manuals and guides) and related material.

ASI will release official translations following internal approval that appropriate processes have been implemented. Where translation accuracy is critical, for example in relation to key normative terms, additional proof-reading processes may be relevant.

The ASI CEO is responsible for ensuring compliance with this policy.

Planning for translations

Budgeting:

- ASI will retain a budget line in the organisation's annual budget for translations-related expenditure.
- The ASI Strategy and/or Budget will provide direction on priority languages, documents and other outputs for translation, drawing on a range of inputs regarding stakeholder needs.
- The ASI CEO will be the decision maker.

Standards setting:

- The ASI Standards Setting Procedure will include requirements for assessing relevant languages for translations for consultation processes.
- The ASI Secretariat will aim to plan sufficient time and resources for translation of outputs that are integrated into workflows, for example prior to a defined public consultation period.
- Efficiency measures will be implemented for translation of successive drafts for consultation, for example by highlighting changes since the last translation.

Translations support from ASI members and/or stakeholders

From a resource perspective, ASI is unable to budget for translation to cover all languages of interest for all outputs. Financial and in-kind support from ASI members and/or stakeholders is therefore welcome, for use on a targeted basis.

Such support can include:

- Identifying appropriate translators or interpreters and/or translation/interpretation agencies
- Funding translations work
- Providing interpretation support
- Reviewing translation quality and accuracy

Acknowledgement for financial support for the above activities can include:

- Inclusion of the organisation's logo on the inside cover of the translated documents
- Acknowledgement on the ASI website
- Acknowledgement in ASI communications that announce the release of the translation/s

Organisations providing financial and/or kind support for translations of ASI material will liaise with the ASI CEO and/or ASI Communications Manager on the processes followed. A copy of the ASI Translations Policy will be provided.

Credible service providers

Translation service providers should be chosen on the basis of the following selection criteria:

For critical and/or normative documents:

- Qualified and experienced translation personnel in the selected language/s
- Where possible, familiarity with standards and certification programs and the importance of consistency of meaning across translations to support consistent interpretation and assurance
- Where possible, familiarity with the ASI program and/or familiarity with the aluminium sector and technical terms

ASI acknowledges that translation of specialised terms and jargon can be a challenge. Where translators identify terms whose direct translation may be ambiguous or may lead to inaccuracies, ASI will discuss options presented by the translators to best capture the nuance and meaning of such terms. ASI will always include definitions of key terms in Glossaries for normative documents, to support the work of translators on such issues.

For outputs where cost, efficiency or specific stakeholder participation can maximise accessibility or value:
- Reliability, including through automated translation systems
- Speed of service
- Cost-effectiveness
- Contributions from a specific stakeholder group, such as the members of the Indigenous Peoples Advisory Forum (IPAF), can provide insight or support a collaborative approach

Translations status statement

All ASI standards documents in both English and other languages will include the following statement on the inside cover in the language of that document:

The official language of ASI is English. ASI aims to make translations available in a range of languages and these will be posted on the ASI website. In the case of inconsistency between versions, reference shall default to the official language version.

This statement may also be included in other outputs where relevant and space permitting.

Revision history

Version 1 – adopted 6 March 2018 by ASI CEO

Version 2 – adopted 13 February 2019 by ASI CEO – updated with reference to translation support from ASI members and stakeholders

Version 3 – adopted 1 February 2022 (this version) by ASI CEO – updated with reference to translation of outputs of non-normative documents, and consideration of relative value for cost of translation