
Interim Guidelines for Translating SRP Tools and Publications



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About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from public, private, research, civil society and the financial sector. Originally co-convened by the International Rice Research Institute (IRRI), the United Nations Environment Programme (UNEP) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), SRP is now an independent member association, working together with its partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

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Rationale

The purpose of this document is to provide guidance to lead organizations in the delivery of SRP tools and publications into other languages from its original English version to ensure consistent and robust interpretation. This document serves as an interim set of guidelines until publication of official guidelines.

Validity

The guidelines outlined in this document will be valid until 60 days after the publication of the official set of guidelines.

Transition

All previously approved translations of the SRP tools and publications must be updated and should adhere to the official set of guidelines within the 60-day window.

Scope

This document applies to official SRP tools and publications, including (but not limited to) the following:

- SRP Standard for Sustainable Rice Cultivation v 2.0 and 2.1
- SRP Performance for Sustainable Rice Cultivation v 2.0 and 2.1
- SRP Assurance Scheme v 1.3 and supporting documents
- SRP Internal Management System Standard v 1.0 and Guidelines v 1.0
- SRP Chain of Custody Policy and Standard v 1.0
- Training modules for Understanding the SRP Standard and Performance Indicators
- Training modules for Understanding the SRP Assurance Scheme
- Training modules for the Internal Management System Standard and Guidelines
- Training modules for the Chain of Custody Policy and Standard

Procedures

Development of a translated version from English into another language for convenience

1. In the event that no existing translated version is available, the following steps must be followed:
 - 1.1. The lead organization (SRP member) informs the Secretariat of its interest to undertake translation work;

- 1.2. Translation work may use in-house resources or online convenience translation services;
- 1.3. The first draft of translated outputs must be reviewed by a native speaker with subject-matter expertise;
- 1.4. During delivery, the lead organization must inform the end-user via written and verbal notifications that the output reflects a convenience translation of the relevant SRP tool(s) and/or publication. While SRP and its members will make reasonable efforts to ensure the accuracy of all translated texts, it should be understood that convenience translations carry no legal weight and SRP assumes no liability for any consequences arising from their use or interpretation.

Review and adoption of convenience translation by multi-stakeholders

2. If an existing translated version is available, the following steps must be observed:
 - 2.1. The developer and intended user must be a SRP member;
 - 2.2. The convenience translation should be vetted by a third-party organization (or multi-stakeholder body such as an SRP National Chapter) with language and subject-matter expertise;
 - 2.3. The final stage of review should ensure consensus between the developer and third-party reviewer (or multi-stakeholder body such as an SRP National Chapter) on the overall content;
 - 2.4. During delivery and adoption, the lead organization must inform end-users and/or partners of the review process and strategy for wider adoption.

Endorsement of convenience translation as official translation by SRP

3. If a multi-stakeholder body (e.g., SRP National Chapter) adopts the translation:
 - 3.1. The multi-stakeholder body shall submit the endorsed translation to the SRP Secretariat, with a written summary of processes undertaken;
 - 3.2. Upon receiving the submission package, the SRP Secretariat:
 - a) Confirms that the process undertaken meets the requirements listed in this guideline (checklist);
 - b) Upon confirmation, sends the document template on which to place the official translation (includes section on summary of process);
 - 3.3. Post formatted document to SRP website as an official translation.