



### MoReq2 TRANSLATION VALIDATION PROCESS

This process will be followed by the DLM Forum's MoReq Governance Board (MGB) to validate MoReq2 translations whenever possible. It constitutes the validation process specified in the European Commission licence agreement.

1. The European Commission informs the MoReq Governance Board (MGB) every time someone enquires about, or is given a licence for, the translation of MoReq2; or MGB becomes aware of a translation or Chapter Zero by other means.
2. MGB writes to the translator to tell him or her about the validation process and sends the "translation guidelines". See also the Chapter Zero approval process.
3. MGB (or a subcommittee of it) appoints a "translation reviewer". The translation reviewer can be in the MGB or from outside it and must:
  1. be competent to review the translation (needs language fluency and understanding of ERM);
  2. be willing to review the translation (either as a volunteer, or for payment);
  3. either be independent of the translator and translation, or else declare a conflict of interest that is acceptable to the MGB.
4. If the MGB cannot identify a translation reviewer, the MGB informs the translator, the process stops, and the translation is treated as unvalidated. See below for processing unvalidated translations.
5. The validation process requires that the author of any translation must send to the translation reviewer (and MGB) a copy of the complete translation for review before it is published, in revisable electronic form.
6. The translation reviewer checks the translation against the English language original, with reference to the translation validation guidelines. Normally the translation reviewer agrees to complete the review within 20 working days.
7. See below for the process to be followed when a translation has been validated.
8. If the translation reviewer finds errors, the MGB asks the author to make corrections and submit for re-review, repeating until agreement is reached. If it is not possible to reach agreement, MGB writes formally to the author explaining that the translation has not been validated by the DLM Forum, and is treated as unvalidated (see below).

### MoReq2 T PROCESS FOR PUBLISHING VALIDATED TRANSLATIONS

This process will be followed when a translation has been validated.

1. The author is asked to publish the translation with the notice "translation validated by the DLM Forum".

2. The MGB posts the translation to the MoReq website, with the notice "translation validated by the DLM Forum".

## **MoReq2 PROCESS FOR "UNVALIDATED" TRANSLATIONS**

Under the terms of the European Commission copyright licence agreement, all translations must be submitted to the validation process. The following process will be followed when a translation cannot be validated.

1. MGB writes to the translator and/or publisher requesting that, as required by the European Commission copyright licence agreement, he or she adds the notice "this translation has not been formally validated by the DLM Forum. Responsibility for this translation lies entirely with the publisher". In some circumstances the DLM Forum may propose an alternative notice which shall be agreed with the publisher.
2. MGB publishes the translation on the MoReq website with the notice "this translation has not been formally validated by the DLM Forum" (this is a way to make it clear that the translation exists but is not validated).
3. The notice on the MoReq website, and (at the option of the publisher) in the translation is accompanied by text explaining why the translation is not validated. A variety of reasons may be possible, for example:
  1. "The DLM Forum has not attempted validation because of insufficient resources" (or similar agreed wording).
  2. Text indicating specific errors, for example "The DLM Forum considers that translation is incorrect at requirement 15.1.2".
  3. "The translation uses the term "Kayıtlar yönetimi" incorrectly throughout".
  4. "The translation is incomplete because chapters 11 and 12 are missing".

## **MoReq2 PROCESS FOR TRANSLATION COMPLAINTS**

If MGB receives any complaint about the accuracy of any validated translation, it attempts to give priority to checking this, and takes appropriate action to resolve any disagreement.

## **AUTHORITY**

This document is issued with the authority of the DLM Forum's MoReq Governance Board.

## **QUESTIONS**

Please refer any questions to the MGB Translation Working Group Leader, by addressing an email to the secretariat, [secretariat@dmlforum.eu](mailto:secretariat@dmlforum.eu).