



## Checklist

### Quality Assurance of Evaluation Report Translations

As a general rule, the reports of evaluations that are commissioned by the Office's Evaluation and Research Service are translated in full and/or in part, i.e. the Summaries. Very occasionally, the Service will liaise directly with the Office's in-house Translation Service for this work (SpD Competence Centre and reference for all issues to do with language translations).

This checklist provides a series of "criteria" for assuring well executed translation mandates.

#### Planning

- The specialist translators, translating into their mother tongue language, have the necessary competences and experience.
- A realist estimation of time and costs is made.  
It is realistic to plan for about 4 standard pages per day (in accordance with Federal Chancellery standards) and to also provide for a reserve. A standard page corresponds to 1800 characters, including spaces.  
Market prices for translations vary according to the degree of difficulty or specialisation and the degree of urgency. The translation of evaluation reports is demanding.
- The source text is formulated in a clear and understandable way, and contains no errors.
- Files are provided in an editable format.
- The translator is provided with specific, relevant translation aids:
  - Description of the evaluand (e.g. reference documents amongst others)
  - Evaluation terminology
  - Wherever necessary, instructions relevant to the presentation of text are provided (e.g. according to Chancellery Guidelines)
- Contact person(s) are designated to help the translator with any questions that may arise.  
Nobody reads a text as carefully as a translator. Sometimes s/he discovers inconsistencies, inconsistent use of terminology or errors that require further clarification. It may also be that s/he needs more detailed information to give a faithful translation.
- Competent others (e.g. specialist competencies, evaluation competencies and competencies in the target translation language) are called upon at some point to make a final control of the translation.

#### Support

- The availability of those persons designated to respond to translator's questions is assured.
- Those responsible for commissioning the translation keep themselves informed on work progress.

#### Control

- The text is translated in full and without error, in other words, ready for publication.
  - Content (including correct use of terminology)
  - Sense (Statements are complete with all their relevant nuances)
  - Style (Statements are rearranged so that they are fluent and make sense to mother tongue readers of the targeted language)
  - Spelling and grammar
- A final check of the translated document is made.