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CMJ(2018)10

## **JOINT COUNCIL ON YOUTH (CMJ)**

**38<sup>th</sup> meeting**  
**Budapest, 27-28 March 2018**  
European Youth Centre

### **Guidelines for the translation of Council of Europe texts into non-official languages**

#### **Item 9 on the agenda**

Secretariat memorandum  
prepared by the Youth Department  
of the Directorate of Democratic Citizenship and Participation

## Introduction

Increasingly, ministries and other bodies, such as NGOs, are taking the initiative to translate official Council of Europe texts, for example youth-related Committee of Ministers' recommendations, into different languages. This is a very positive and encouraging development which will hopefully continue.

To assist in this task, the Secretariat has compiled some useful information and guidelines, based on those from the Council of Europe Directorate of Communication (DC), on the procedure to follow. The aim is to clarify questions such as use of the Council of Europe logo, copyright, the status of the translation, distribution, etc.

Translations received by the Secretariat that have not followed the DC's procedure described in this document are added to the DC's database and forwarded to the Committee of Ministers' Secretariat to be posted on its website or, if the appropriate layout has been used, listed in the free-of-charge resources on the DC's Online Bookshop.

For queries, please contact either the Secretariat ([cmj@coe.int](mailto:cmj@coe.int)) or the Directorate of Communications: [visual.identity@coe.int](mailto:visual.identity@coe.int).

## Translation of official Council of Europe texts into non-official languages<sup>1</sup>

1. Notification should be sent to the [Directorate of Communication \(DC\)](#), or to the Youth Policy Division, stating which text is being translated and into which language(s).
2. The DC will confirm receipt and provide information on the procedure to be followed and other specifications (see appendix 1).
3. The Council of Europe logo ([downloadable here](#)) should appear on the front cover of the translation, either in the top right-hand corner or at the bottom on the right-hand side. It should not be placed adjacent to other logos.
4. Full bibliographic references of the original version should be cited, the title should appear in the original language. The following text should be put on the title page or other appropriate place, either in the language of the translation or in English:  
*"© Council of Europe [Month, year], original English and French versions © [your establishment] [Month, year], [language] translation.*  
  
*Text originated by, and used with the permission of, the Council of Europe. This unofficial translation is published by arrangement with the Council of Europe, but under the sole responsibility of the translator."*
5. The translation must be available free of charge. The Council of Europe reserves the right to disseminate, reproduce and adapt the translation in any format, while fully acknowledging the translating entity's version.
6. A cover page for Committee of Ministers' recommendations appears in appendix 2. If, however, both the recommendation and its explanatory memorandum are to be translated (published by the Council of Europe with an ISBN and full cover page/inner copyright pages), the DC encourages partners to use the same layout as the original, including front and back covers as well as the copyright page, to which is added the information in paragraph 4 above.
7. The DC can provide cover photo(s), source files, etc, as well as a letter of authorisation for translations of Council of Europe ISBN documents.

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<sup>1</sup> The official languages of the Council of Europe are English and French.

## Appendix 1

Dear [ ],

We would like to thank you for your request to translate an official Council of Europe document.

I am pleased to inform you that the Council of Europe (Publications Section) grants [entity] the non-exclusive right to translate into [language] the official document [title].

This permission is granted on the condition that full bibliographic references are cited, it is stated that the original text is used with our Organisation's permission, and that the instructions below are complied with.

Please note that the Council of Europe logo should appear on the front cover of the translation. It may be placed either top right or bottom right, and not near other logos: <http://www.coe.int/en/web/about-us/logo-download>.

Full bibliographic references of the original version should be cited and the following should appear on the title page or an appropriate place:

© Council of Europe [Month, year], original English and French versions

© [your establishment] [Month, year], [language] translation

*Text originated by, and used with the permission of, the Council of Europe. This unofficial translation is published by arrangement with the Council of Europe, but under the sole responsibility of the translator.*

The translated version should be available free of charge. Please be aware that we also reserve the right to disseminate, reproduce and adapt the translation in any format. In this case your version would naturally be fully acknowledged.

We look forward to receiving your translation of this official document for our website. Thank you once again for helping to share the values of the Council of Europe.

Kind regards,

## Appendix 2

MINISTERS' DEPUTIES  
DÉLÉGUÉS DES MINISTRES

Recommendations  
Recommandations

CM/Rec(201..)...

DD/MM/YYYY

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### Title of Recommendation in English

*Unofficial translation into .....*

### Titre de la Recommandation en français

*Traduction non officielle en .....*

### Translated title

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© Council of Europe [Month, year], original English and French versions

© [your establishment] [Month, year], [language] translation

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