



DDCP/EYCB/RYPublications/2016/03

Budapest, April 2016

Guidelines for the translation of one or more publications produced under the Roma Youth Action Plan

The availability of the educational material in the wide variety of the languages spoken by users and beneficiaries plays a central role in disseminating human rights education in youth work and the objectives of the Roma Youth Action Plan of the Council of Europe.

The Roma Youth Action Plan has developed and produced three educational materials on topics relevant to Roma young people and interested applicants can apply for the translation of one or more of the following materials:

- Right to Remember – Handbook for education with young people on the Roma Genocide
- Barabaripen – Young Roma Speak about multiple discrimination
- Mirrors – Handbook on combating antigypsyism through human rights education

1. General principles

The translations should be:

- Complete, i.e. cover the entirety of the manual
- Correct and professional
- Consistent with the terminology of human rights (education) and youth work / non-formal education.

The Council of Europe will provide support for quality control, as well as the template for the design of the manual in view of its publication in printed or online.

The institutional and administrative framework of the translations is included in a copyright agreement to be signed by the Council of Europe and the applicant organisation(s); the specific conditions can be sent to interested partners upon request.

The responsibility for funding the translation and publication lies exclusively on the national partners, who are also welcome to create partnerships for this purpose.

The national publishers may sell the manual to cover production costs but not for commercial purposes.

2. Adaptation of contents

The Council of Europe welcomes the adaptation of specific contents to national contexts. In principle, this should be done by adding text, and not by replacing existing one. This is of particular relevance to, for example:

- Content of the activities
- Background information, relevant to the country in whose language it is going to be translated;
- Information about the situation of Roma people and activities on Roma youth issues in the countries where the language is common.

The Council of Europe must be consulted about any change of the original text and additions in view of adaptations to national contexts.

3. Translation, Printing and Online versions

The entire manual must be translated.

Whenever online versions are provided, they must be made available and downloadable free of charge.

The Youth Department needs to be consulted about changes in the options for printing.

Upon successful request for translation, the applications will sign a copyright agreement with the Council of Europe. This agreement determines two deadlines: one for the translation of the text of the manual and a second for printing/publishing. Please note that the translated manual will have to undergo a quality control (organised by the Council of Europe). In order to be able to plan this effectively, Council of Europe needs to be notified at least two weeks before the translation is concluded and ready for submission.

The applicant organisation will:

- be granted the right and licence to publish themselves the translation and promote it to their target group
- be granted the right to reproduce and adapt the Translation, in particular in electronic format (CD-Rom, Internet, etc.). The Council of Europe can however reproduce and adapt the translation in electronic format
- be able to choose the type of paper, printing, binding and reprinting of the translation
- have to use in the cover of the translation the typography and general design of the original manual
- receive the graphic elements from the Council of Europe
- need to use the Council of Europe logo on the cover and title page
- need to have their own ISBN for the translation and not use the ISBN of the original manual
- send 25 copies of the first edition of the translation to the Council of Europe free of charge and the Council of Europe will have the right to purchase further copies at fifty per cent (50%) of the retail selling price, for institutional use but not for resale
- provide the Council of Europe with a “.pdf” version of the layouted final translation,

4. Partners

Expressions of interest to translate and publish one or more of the publications produced under the Roma Youth Action Plan are welcome from partners with proven experience, credibility and capacity to implement such a project.

Priority will be given to partners of the Roma Youth Action Plan and organisations involved in the Roma Youth Action Plan activities in 2011 – 2015.

Coalitions or partnerships between organisations and institutions are encouraged especially when they increase the outreach of the manual in Roma communities or, for example, in schools.