



DDP-YD/ETD (2020) 90

Strasbourg, June 2020

Guidelines for the translation of the manual **Gender Matters** *(Second edition)*

The availability of the manual **Gender Matters** in the wide variety of the languages spoken by users and beneficiaries plays a central role in disseminating human rights education in youth work.

The manual **Gender Matters** was first produced in 2007 and revised in 2019, within the Human Rights Education Youth programme of the Council of Europe. It followed and built on the publication of *Compass*, a manual on human rights education with young people. This second edition has been substantially rewritten, taking into account feedback from users, and changes in legislation and policy – particularly from the Council of Europe.

Gender Matters provides information, ideas and resources to deepen youth and educational activities addressing issues related to gender and gender-based violence and places these issues within the framework of human rights education. Gender Matters does not aim to be an exhaustive publication and will not provide readers with all possible theories or ideas related to gender or gender equality. Nor does it deal with all aspects of gender-based violence. Instead, it focuses on issues and concerns relating to gender-based violence which are likely to be relevant to young people's lives. These issues and concerns may differ depending on social and political context, and some of the material and activities may need to be adapted in order to respond to the concrete needs of young people in a given community, region or country.

1. General principles

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 manuals relevant to its publication in printed form or online.

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

The responsibility for funding the translation and publication rests exclusively with the publishers of the new language version. They are welcome to create partnerships and fundraise for this purpose.

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 text. This is of particular relevance to, for example:

- content of the activities
- background information, relevant to the country in whose language it is to be translated
- connecting the manual with national strategies or programmes for gender equality or addressing gender-based violence.

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. As a general rule, the manual should be made available in print form. Exceptions to this rule are possible only with the prior agreement of the Council of Europe. Whenever online versions are provided, they must be made available and downloadable free of charge.

4. Formalisation of the agreements

Upon the approval of the request for translation by the Council of Europe, the applicants will be invited to sign a Memorandum of Agreement granting them the right the translation and publication. According to the conditions of this agreement, 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 to electronic formats. The Council of Europe may also reproduce and adapt the translation in electronic format
- be able to choose the type of paper, printing, binding and reprinting of the translation
- use the typography and general design of the original manual, including the cover pages
- receive the graphic elements from the Council of Europe
- use the Council of Europe logo on the cover and title page
- have their own ISBN for the translation
- send 15 copies of the first edition of the translation to the Council of Europe free of charge; 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 designed final translation.

5. Partners

Expressions of interest to translate and publish **Gender Matters** are welcome from partners with proven experience, credibility and capacity to implement such a project.

Coalitions or partnerships between organisations and institutions are encouraged especially when they increase the outreach of the manual.

6. Technical information on the procedure

The expected deadline for translation and printing of the publication is set in the Memorandum of Agreement on the copyright. The national publisher must provide the translated final text to the Council of Europe. The Council of Europe organises and carries out a quality control, which takes a maximum of two months. The outcome of the quality control is communicated to the publisher in the form of a report, the suggestions of which must be implemented in the final editing of the publication. Publishers must send the cover and disclaimer pages for approval to the Council of Europe before printing.