Translation Management Committee Report for 2017 CSC

The Translation Management Committee uses google drive and free conferencing phone meetings to meet once a month. Between meetings email and the phone are frequent tools for communication.

Progress this year has been slow as outside commitments have impacted many of the TMC members.

Each agreement involves multiple contacts with fellowship members requesting permission to Translate or Publish & Distribute CoDA materials in their own country. Even renewals require attention as we are often working with a different group of people from the original signers of previous Agreements.

**TASKS COMPLETED**

Translation Agreement procedures are complete and approved by the board although revisions are ongoing (in conversations with the board and SOS) as they are implemented.

Flow Charts for:

* Initial Contact & Requests to Translate and/or Publish & Distribute CoDA Materials outside USA
* Translation Agreements and Copyright Assignments
* Publication & Distribution Agreements

have been reviewed by the Board and are ready for posting on the website.

The Intellectual Properties lawyer has confirmed that Copyright Assignments should still be signed and the original hard copies kept on file.

Translation Agreements and Publication & Distribution Agreements may now be received electronically.

SOS has completed the renaming of the Files for our Translation and Publication & Distribution Agreements. The renaming and naming of files going forward will assist locating previous Agreements and create a file for Publication & Distribution Agreements which will prompt for upcoming renewal deadlines.

Translation Agreements have been completed with translators in Quebec and Spain.

Renewal of Existing Publication and Distribution Agreements have been executed with Canada and Polworth Publishing for the U.K.

**TASKS ONGOING OR IN PROCESS**

We continue to respond to requests for permission to translate and/or publish & distribute CoDA materials into a variety of languages.

TMC continues to define and refine its procedures and put them into writing.

An added wrinkle arose when the board created the legal working group which prompted conversations about how that impacted the work of TMC. Especially since it created more layers in the process of the creation and the approval of Translation and Publication & Distribution Agreements.

We welcome our liaisons from the board to our meetings and value their input.

Our monthly 2x2 with the board continues:

* + Working on areas of overlapping responsibilities, especially in the creation of documentation necessary to maintain CoDA Inc’s. Legal Copyrights.
	+ Focusing on streamlining the process and communication between TMC, the board, and SOS.

Publication & Distribution procedures and the Policy & Procedures Manual continue to be worked on in conjunction with the Board.

* The Publication & Distribution Agreement has been modified to include in the main body of the Agreement:
	+ The list of Materials requested for Publication and Distribution
	+ A suggested formula for royalty donations for the use of CoDA’s Materials.
	+ This eliminates the current need for multiple signatures by individuals on multiple documents.
* In conjunction with the revision of the Publication & Distribution Agreement, TMC worked with the Finance Committee and the Board to clarify how donations may be made to CoDA.org for CoDA literature published throughout the world.
* At the request of the Board, a compilation template was created which can be used (with editing) for all four types of Publication and Distribution Agreements (regular for fellowship countries which have a legal entity, limited for agreements with individual fellowship members, and renewals for the two­.

Training of new TMC members is ongoing.

Responding to requests for permission to translate and/or publish CoDA materials into a variety of languages.

**GOALS**

* Continue to respond to requests to translate and/or publish CoDA materials worldwide
* Continue to attract and train new committee members
	+ Solicit new members at CSC
	+ If necessary, send another announcement request
* Create a relationship with SPO
* Create document recording which CoDA materials have been translated into what language and are available for publication & distribution
* Bring Existing Agreements up to date
* Work with appropriate people to complete any needed additions or modifications to existing Translation or Publication and Distribution Agreements
* Continue implementation of Translation and Publication & Distribution procedures including use by TMC and the Board of the checklists that have been developed

As always we welcome any people interested in translating CoDA literature to contact us at tmc@coda.org. We also welcome anyone interested in joining our committee to help spread the CoDA word throughout the world to contact us at tmc@coda.org.

Members

Crystal Z – Chair – Massachusets

Michael C - Co-chair – Arizona

Courtney F – Florida

Jose’ R – Guatemala

Su E – United Kingdom

Board Liaisons

Gerry B - Canada

Madeline R - Florida