**Translation Committee Report**

The Translation Management Committee (TMC) meets once a month using a free conferencing service and stores its information in the cloud. Between meetings TMC communicates using email and the phone.

The Translation Management Committee continues to manage the legal documentation necessary for CoDA to maintain its intellectual property rights where translation and publication of CoDA materials are concerned. We do not translate.

Each Translation Agreement (TA) or Publication and Distribution Agreement (P&D) involves multiple contacts with fellowship members seeking to bring CoDA materials to their own country in their own language. Even renewals require attention as we often are working with a different group of people from the original signers of previous agreements; and sometimes the renewal requests include a request to translate or publish and distribute materials not included in the previous agreement.

We completed and submitted a Policies and Procedures Manual for uploading to the web.

Our 2x2 with the board continues as we work in areas which overlap especially in the creation of documentation necessary to maintain CoDA Inc’s. legal copyrights.

Changes from last year:

* Renewals of Publication and Distribution Agreements are now complete agreements referencing previous Publication and Distribution Agreements.
* Renewals of Publication and Distribution Agreements with legal entities may be extended beyond 2 years up to 5 years.
* Translation Agreements now have a termination date.

Discussions included but were not limited to:

* Concerns with anonymity
* How to handle translations for which translators are no longer known or available
* Concern has been expressed about the legal wording of the documents and their accessibility in the vernacular.

Anonymity and how it impacted the signing of legal documentation became an issue resulting in a motion to CSC. The motion clarifies that signing one’s full legal name and giving one’s address when doing business with CoDA,Inc. is not a breach of anonymity. This statement reflects the view of anonymity as practiced in other 12 Step programs including AA.

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

 (Please note that a Translation Agreement does not give permission to publish; nor does a Publication and Distribution Agreement give permission to translate.)

**Completed Agreements** :

 **Translation Agreements and Assignments**:

Columbia

**Publication and Distribution Agreements**:

Germany

**Pending Agreements**:

**Initial Contact**:

 Argentina

 China

 Denmark

France

Holland

Italy

Iran / Farsi

Lithuania

Sweden

South Africa

**Request to Translate**

Holland

Israel

Quebec, Canada

Russia

Sweden

**Request to Publish and Distribute**

Brazil (renewal)

Columbia (renewal)

Guatemala

Holland

Israel (renewal)

Japan (renewal)

Russia

Spain

South Africa

United Kingdom

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

TMC initiated rotation of members responding to emails.

TMC is gathering information on how materials being published and distributed outside the United States (CoRe) may be accessed by those unknown to the publishers and distributors.

Training of TMC members is ongoing.

Are you detail oriented?

Do you want to participate to spread the message of CoDA worldwide?

Do you have any questions about spreading the CoDA message in your own language?

Join the Translation Management Committee

Or write the Translation Management Committee at: **tmc@coda.org**

Members

 Crystal Z – Chair – Massachusetts

Michael C - Arizona

Courtney F – Florida

Jose’ R – Guatemala

Su E – United Kingdom

 Board Liaison

 Mary I - North Carolina

**Translation Management Committee (TMC) Goals**

Disclaimer: TMC recognizes the urgency of all these goals. We also recognize that, with the current workload, they may not all be completed within the next year. We have attempted to show them in general priority order.

Short term:

* Create a list containing information for the fellowship to access internationally published and distributed literature.
* Ensure that all Agreements are renewed as required
* Continue to respond to requests to translate and/or publish CoDA materials worldwide
	+ Use developed processes to respond to all requests
* Complete full implementation of both Translation and Publication & Distribution procedures including use by both TMC and the Board of the checklists that have been developed
	+ Work with appropriate people to develop processes to address any new needs that are identified
	+ Continue 2x2 with the CoDA Board
* Continue to attract and train new committee members
	+ Solicit new members at CSC including mornings at the International Breakfast forum.
	+ If necessary, send another announcement request

Longer term:

* Update TMC sections of the CoDA.org website
* Create:
	+ Annotated Translation Agreement
	+ Annotated Publication & Distribution Agreement
	+ Annotated Copyright Assignment
* Create a document with suggestions for translators.
* Develop and fully implement plan to locate old Agreements and bring them up to date
	+ Work with appropriate people to locate all old Agreements and have them included in the Legal Repository
	+ Develop and implement the procedure to have them all updated
* Reconnect with CoDA contacts around the world to determine legal status of their current translated materials and future needs.