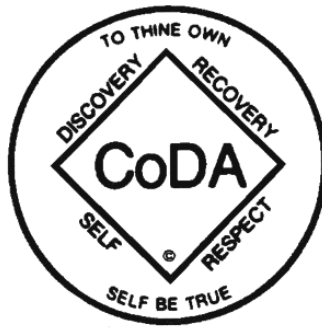


Translation Management Committee Policies and Procedures Manual

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Mission, Purpose and History

Section 1

The Translation Management Committee (TMC) was established by motion CSC04020 at the 2004 CoDA Service Conference.

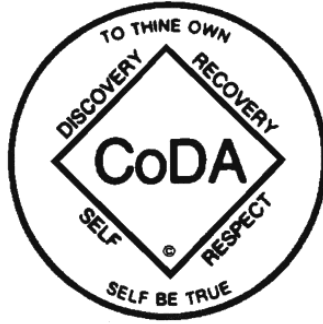
“To establish a standing committee (of up to 7 people) to develop and administer a written process for coordinating requests and resources; and establish Ad Hoc committees as necessary for final review of translation of CoDA approved literature and foundational documents from English to other languages. Intent to create the means to carry the message worldwide.”

1.1 Mission - The Translation Management Committee’s mission is to carry the message to codependents worldwide whatever their language.

1.2 Purpose - The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language.

1.3 Function - The Translation Management Committee in conjunction with the CoDA Board of Trustees designs and manages the process by which CoDA Conference Endorsed Literature is translated. The Translation Management Committee communicates with CoDA entities and /or individuals who want to carry the message worldwide using CoDA Conference Endorsed Literature. The Translation Management Committee assists and coordinates the translation of CoDA Conference Endorsed Literature. The committee basically has two areas that it is working in:

- The United States: Translate documents into other languages for use within the United States. CoRe (CoDA publisher) will publish and distribute these materials within the United States.
- Outside the United States: Assist groups to translate material into their language. These groups will later publish and distribute these materials themselves. This task is accomplished by volunteer groups representing their VE.



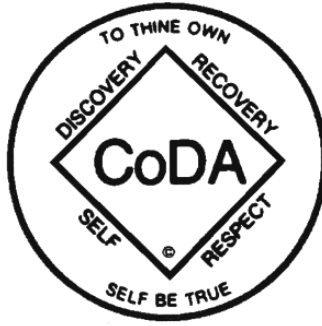
Committee Membership

Section 2

The Translation Management Committee is comprised of self-selected and detail oriented volunteers from the CoDA Fellowship who work to facilitate the growth of Co-Dependents Anonymous world-wide while helping CoDA, Inc. to protect its intellectual properties.

Translation Management Committee Members:

- Respond to questions concerning the translation and/or the publication and distribution of materials owned by CoDA, Inc.
- Guide the Fellowship's translators and publishers through the legal process necessary to protect CoDA, Inc.'s materials.
- Fill out the appropriate legal documents to maintain CoDA, Inc.'s ownership.
- Determine that all requirements from signed agreements are met by the Fellowship's translators and publishers.
- Consult with the CoDA Board of Trustees on changes to legal wording requested from the translating or publishing fellowship.



Excerpt from “Why Your Cooperation is Needed Section 3

The following is excerpted from An Appeal to Support CoDA Unity, a communication that will be sent from the CoDA Board to any individuals discovered to be in violation of intellectual property rights:

There are individuals and groups that, without permission, are using the CoDA name and logo and have translated copyrighted CoDA materials. They and others are also conducting meetings not registered with CoDA World Service and even charging admission!

We appeal to such people to cooperate with us to safeguard CoDA unity. Please follow legal guidelines for the use of trademarked and copyrighted materials. This includes postings online such as Facebook, Scribd or other internet sites or social media.

Specifically, all unauthorized use of the words CoDA, Codependents Anonymous or our symbol must end immediately. Any material we have published or that can be downloaded from our web site may not be translated, sold or distributed without explicit permission from us, unless otherwise stated. If you are using unauthorized translations, do not distribute them further.

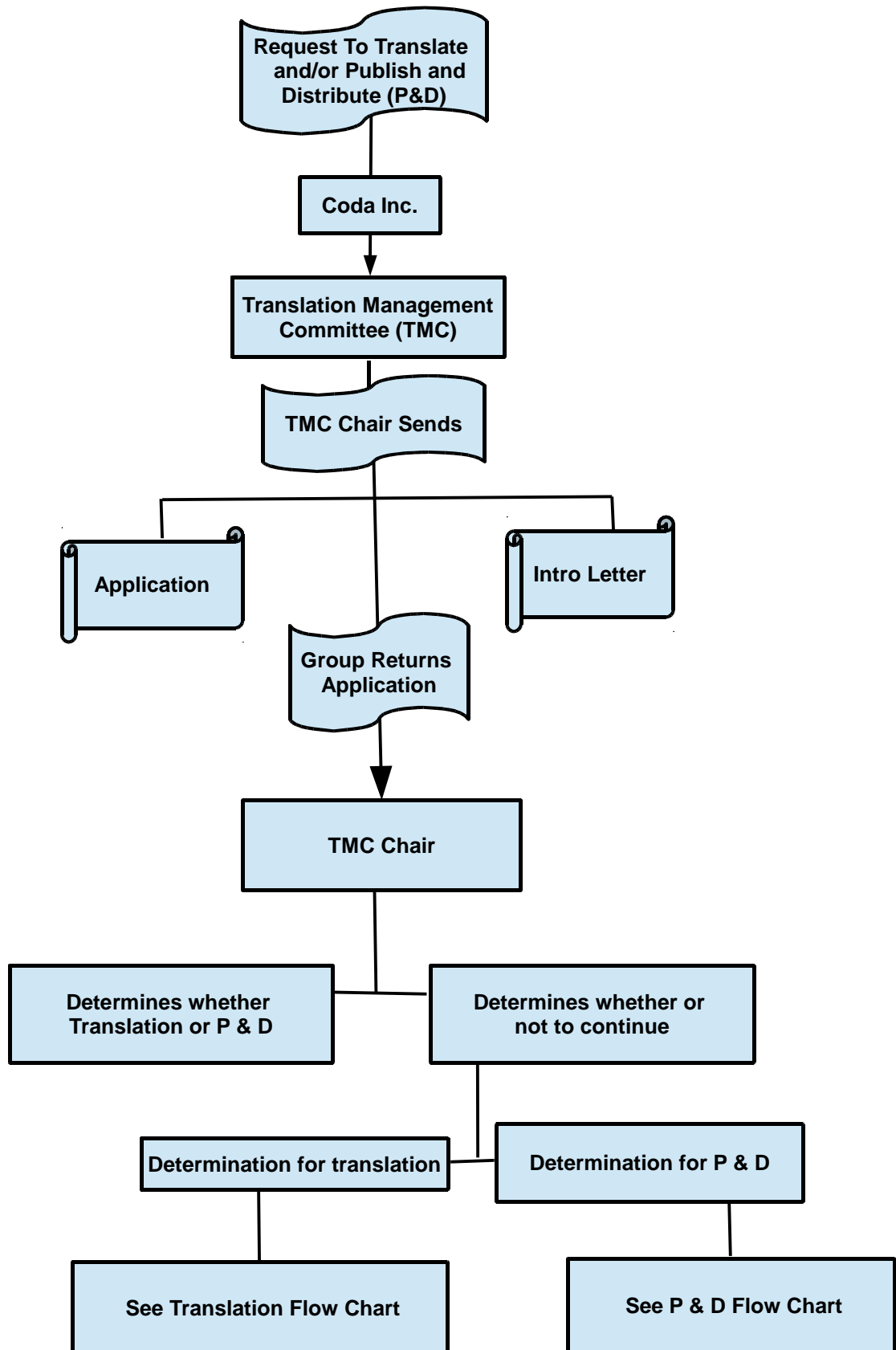
After taking these actions, contact tmc@coda.org, legal@coda.org or write to the address below. CoDA World Service will work with you to register your meeting(s), authorize translation(s) and publication and distribution, and assist you in participating fully in CoDA unity.

CoDA World Service
PO Box 33577
Phoenix, AZ 85067-3577

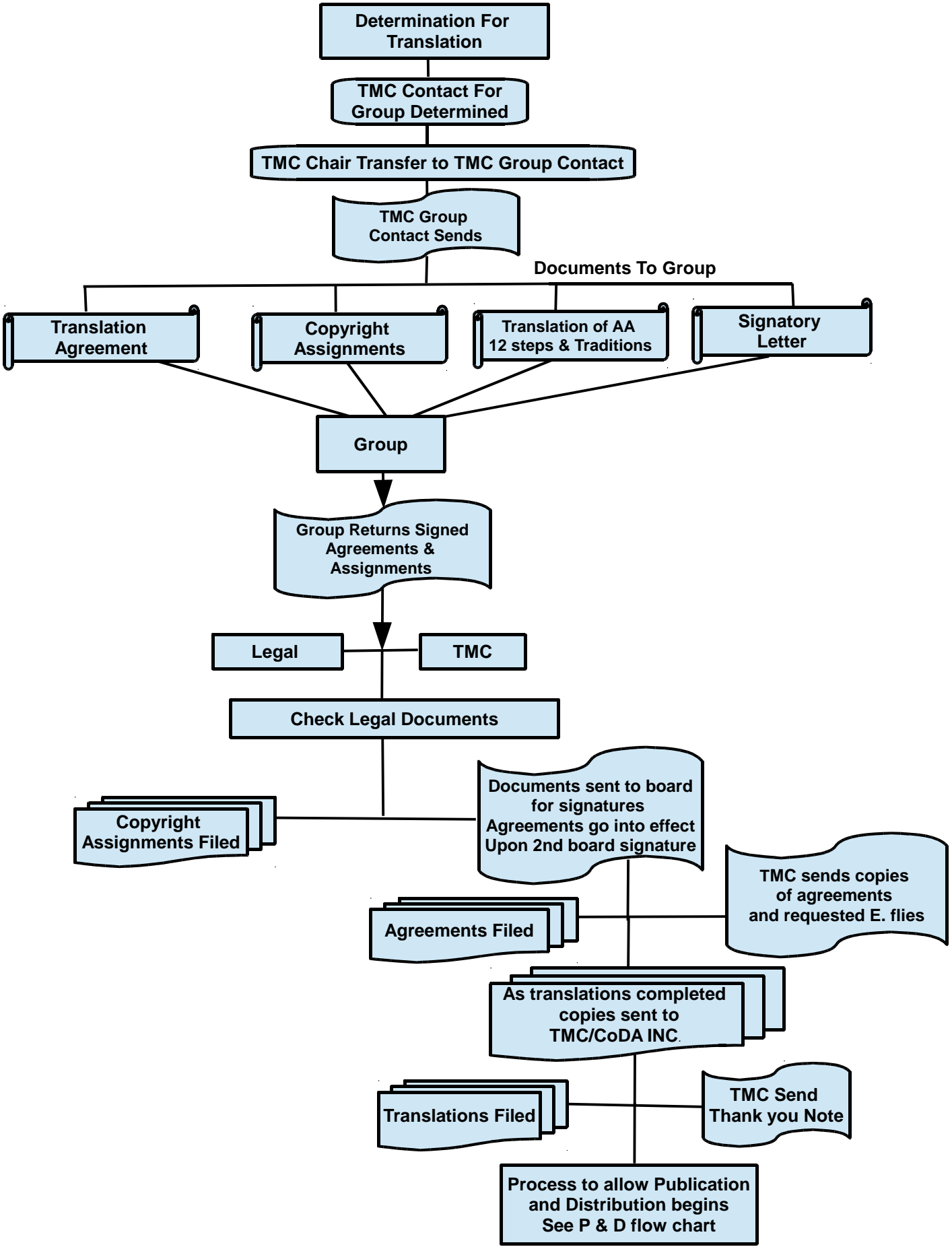
Link to: [Full “An Appeal to Support CoDA Unity”](#)

This notice is sent to individuals and groups who are in violation of CoDA Intellectual Property rights. If CoDA, Inc. gets no response, we will act quickly in accordance with this letter to enforce the legal rights vested in CoDA, Inc.

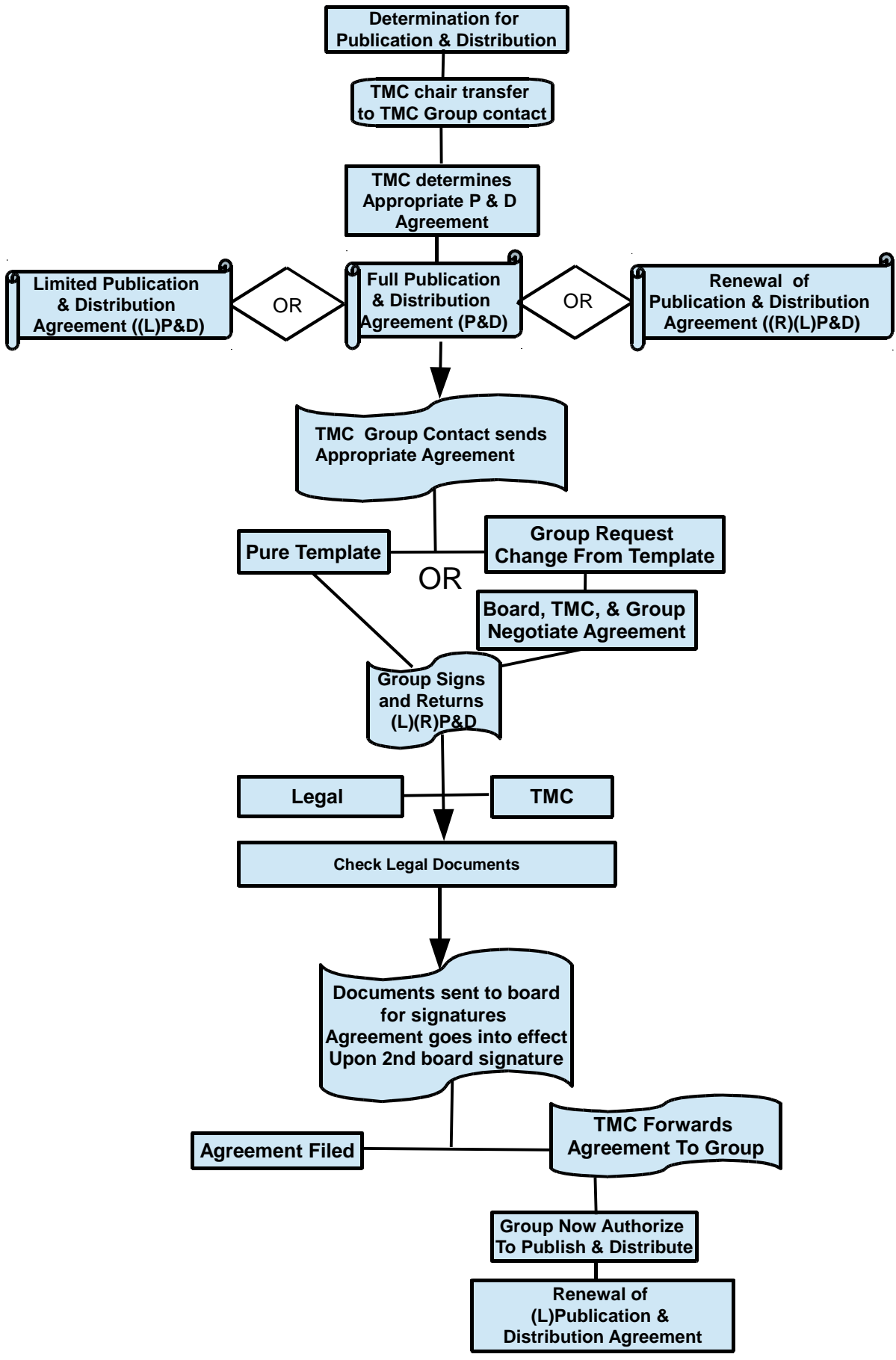
Initial Request for Translation and/or Publication and Distribution (P&D)

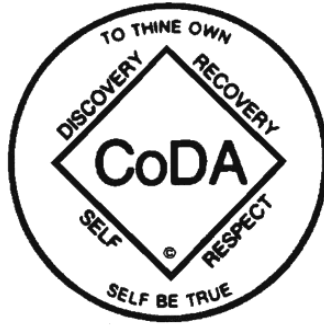


Translation Flow Chart



Publication and Distribute (P&D) Flow Chart





Initial Application for Translation or Publication and Distribution

Section 5

Introduction

Welcome to Co-Dependents Anonymous, a fellowship of men and women whose common purpose is to develop healthy relationships. The only requirement for membership is a desire for healthy and loving relationships. Thank you for your interest in CoDA and about translating and/or publishing & distributing our CoDA approved materials. The Translation Management Committee (TMC) is very pleased to have the opportunity to join with you in sharing the message of Codependents Anonymous.

To protect its copyrights and trademarks, CoDA, Inc., our corporation, requires legal paperwork to be signed by the individuals creating translations and/or publishing CoDA copyrighted materials. TMC answers questions and fills out the legal paperwork necessary to maintain CoDA, Inc.'s copyrights.

The first step in this process is completion of the Initial Application. You may use the following link to make a copy or download the application.

<https://docs.google.com/document/d/1MMACk97tBjsw7-Cs1BWChzBsl9zsDd6A3ag-wbWozdl/edit?usp=sharing>. Or contact TMC at tmc@codas.org.

The purpose of this application is to provide the TMC with the information needed to determine exactly what you want to do and to gather some contact information. Once TMC receives your completed Initial Application you will be contacted by someone from TMC who will begin the legal paperwork.

The following flow charts show the multiple steps of this process and TMC will be with you all the way through. Please be aware that all the steps in the translation process must be completed before a Publication and Distribution Agreement can be created.

Thank you again for contacting us. We look forward to working with you.

In Service,
Translation Management Committee



Co-Dependents Anonymous Inc.
Translation Management Committee (TMC)
tmc@coda.org

P.O. Box 33577
Phoenix, AZ 85067-
3577
602 277-7991
www.coda.org

Initial Application

Language (include dialect if appropriate) _____

Group/Country _____

Primary contact

Name _____

Phone number (include country code) _____

Skype name _____

Email _____

Alternate Contact

Name _____

Phone number (include country code) _____

Skype name _____

Email _____

Is there a CoDA organized structure above the meeting level? Yes No

If yes please provide all available contact information

Name _____

Postal address _____

Phone number _____

Email _____

If you have a website, please enter URL: _____

Are you requesting permission to translate CoDA copyrighted materials? If so, please list the CoDA Approved materials you are requesting permission to translate (if not requesting to translate please enter "None" below).

- _____
- _____
- _____
- _____

Are you are requesting permission to publish and distribute (if not requesting to publish anything at this time please enter "None" below)

- _____
- _____
- _____
- _____

Please include here any additional information that you think would be helpful for us to know: