

Policy Statement

June 2013

*The Board of the International Federation of
Accountants*

Policy for Reproducing, or Translating and Reproducing, Publications of the International Federation of Accountants





This document was developed and approved by the Board of the International Federation of Accountants (IFAC).

The mission of the International Federation of Accountants (IFAC) is to serve the public interest by: contributing to the development, adoption and implementation of high-quality international standards and guidance; contributing to the development of strong professional accountancy organizations and accounting firms, and to high-quality practices by professional accountants; promoting the value of professional accountants worldwide; speaking out on public interest issues where the accountancy profession's expertise is most relevant.

POLICY FOR REPRODUCING, OR TRANSLATING AND REPRODUCING, PUBLICATIONS OF THE INTERNATIONAL FEDERATION OF ACCOUNTANTS

Introduction

1. A primary objective of the International Federation of Accountants (IFAC) is to publish high-quality standards, guidance and other publications (for purposes of this policy statement referred to as “IFAC publications”) that enable accountants worldwide to provide services of consistently high quality and in the public interest. To achieve this objective, IFAC strives to make its publications widely available by (a) enabling individuals to freely download publications from its website for fair use (see paragraph 6), and (b) encouraging IFAC members and associates, regional accountancy organizations, standard setters, regulators and others to include links from their own websites, or print materials, to the publications on the IFAC website or to reproduce the publications with permission.
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4. The purpose of this policy statement is not to restrict access to the IFAC publications when the party seeking permission, and the use of the IFAC publications, are considered appropriate. The information in the Permission Request (see Appendix) assists IFAC in measuring achievement of the objective noted in paragraph 1.

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9. Interested parties are permitted to reproduce exposure drafts of proposed IFAC publications. For any intended adaptations, modifications, or translations of exposure drafts, an interested party shall submit a Permission Request (see Appendix) in English to IFAC in advance. IFAC will provide the interested party a copy of the relevant exposure draft in either a Microsoft Word or Adobe PDF format for reproduction, or translation and reproduction.
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12. An interested party shall submit a written Permission Request (see Appendix) in English when it intends to reproduce and distribute a publication, in electronic or print format, that contains one or more extracts from a final IFAC publication or an exposure draft of a proposed IFAC publication.

13. Attribution to the source of the extract shall be provided in each instance either in the body of the publication or in a footnote. For example:

This text is an extract from [insert title of the IFAC publication] of the [insert name of the independent standard setting board or IFAC committee that prepared the IFAC publication], published by the International Federation of Accountants (IFAC) in [insert month and year] and is used with permission of IFAC.

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17. If IFAC considers it appropriate to grant the requested permission, IFAC will prepare an agreement based on the information in the Permission Request. The agreement will be in English and shall be signed by IFAC and the interested party. No reproduction or translation shall be performed until the signed agreement has been executed.

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18. For translations of final IFAC publications, the interested party shall explicitly accept that the copyright of the translated publication has to be transferred to IFAC and the interested party shall agree to execute, and shall require all of its translating contributors to execute, copyright assignments transferring the rights to IFAC in forms to be provided by IFAC. Through the terms of a written agreement, IFAC will generally permit the translating body to distribute the translated publication (in print or electronic format) to others through non-commercial or commercial arrangements in order to assist in recovering the cost of reproduction, or translation and reproduction.
19. IFAC will provide the interested party a copy of the relevant final IFAC publication in either a Microsoft Word or Adobe PDF format for reproduction, or translation and reproduction.
20. The interested party shall comply with the policies in paragraphs 23-26 relevant to the reproduction, or translation and reproduction, of a final IFAC publication. In the event that this policy statement does not deal with a particular circumstance, the interested party shall contact IFAC at permissions@ifac.org prior to the proposed reproduction or performance of any translation.

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21. IFAC may charge a license fee, waiver fee or royalties at levels and in circumstances as determined by the IFAC Board. A minimum license or waiver fee will be established. Royalties will be applied at market rates and calculated as a percentage of gross revenues. For IFAC member bodies and members of the Forum of Firms, discounted rates will apply. This is to recognize the value derived from such membership and that these organizations are making annual financial contributions to IFAC. Such fees and royalty payments contribute to funding the continued activities and mission of IFAC and the independent standard setting board which it supports.
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23. In cases where reproduction, or translation and reproduction of a publication in electronic or print format is for anything other than non-commercial purposes², a license fee or royalty payment will generally apply.

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2 See footnote 1.

Publication Based on a Final IFAC Publication

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27. The publication shall include an acknowledgement statement. For example:
- The [insert title of the publication] is based on [insert title of the final IFAC publication] of the [insert name of the independent standard setting board or IFAC committee that prepared the final IFAC publication], published by the International Federation of Accountants (IFAC) in [insert month and year] and is used with permission of IFAC.

Translation and Reproduction of a Final IFAC Publication

28. If IFAC grants permission to translate a final IFAC publication (see paragraph 17), the policies relating to reproduction in paragraphs 24-27 apply to the translated publication. In addition, the following policies apply:
- (a) The translation shall be made by the interested party or under the direct supervision of the interested party.
 - (b) The Permission Request shall include a copy of the interested party's Translation Proposal. The Translation Proposal shall be in English and shall include the following:
 - (i) The final IFAC publication(s) that is to be translated and the date of original publication by IFAC.
 - (ii) The language(s) into which the final IFAC publication(s) is to be translated.
 - (iii) The translation process to be followed in translating the final IFAC publication(s).
 - (iv) The translation process to be followed in translating new or revised final IFAC publication(s), or an indication that the interested party intends to translate the final IFAC publication(s) at a specified date.
 - (v) The timeframe within which the translation is to be finalized.
 - (vi) Procedures for maintaining a list of key words (see (d) below).
 - (c) The interested party shall design and implement a translation process that will enable a faithful translation, with no omission or addition (other than translation footnotes), of the final IFAC publication(s). A faithful translation respects the intent, tone and the organization of the final IFAC publication(s).
 - (d) The interested party shall translate the key words, maintain the translated list of key words, and provide the translated list of key words to IFAC. In translating the key words, it is important that the interested party seeks to understand the intent of the original drafters of the final IFAC publication(s) so that misunderstandings do not arise because of literal translation of the English text.
 - (e) The interested party shall ensure that the key words are used as consistently as possible in the translation of the final IFAC publication(s) and, where applicable, in the translation of new and revised final IFAC publication(s). Translation footnotes may be used to refer to the prevalent usages in a country when the key word retained differs from that usage.

- (f) The interested party shall provide IFAC with a copy of the translation and, where applicable, copies of revised or new translations. Revised or new translations shall not be performed unless the translation agreement has been appropriately amended to include such revision or new translation.
- (g) The following statement shall be included in each translated final IFAC publication, whether in electronic or print format, following the appropriate IFAC copyright or acknowledgement statement (see paragraph 25):

This [insert title of the final IFAC publication] of the [insert name of the independent standard setting board or IFAC committee that prepared the final IFAC publication], published by the International Federation of Accountants (IFAC) in [insert month and year] in the English language, has been translated into [insert language] by [insert name of interested party] in [insert month and year], and is used with the permission of IFAC. IFAC assumes no responsibility for the accuracy and completeness of the translation or for actions that may ensue as a result thereof. The approved text of all IFAC publications is that published by IFAC in the English language.

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[Language of translation] language text of [Name of publication] © [year of translation] by the International Federation of Accountants (IFAC). All rights reserved.

Original title: [Insert original English language name of publication] ISBN: [Insert ISBN number, if any, in format xxx-x-xxxxxx-xx-x]

Production of a Translated Publication Based on a Final IFAC Publication

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- 30. The publication shall include an acknowledgement statement. For example:

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3 This paragraph to be included if appropriate in the circumstances.

Original title: [Insert original English language name of publication] ISBN: [Insert ISBN number, if any, in format xxx-x-xxxxxx-xx-x]

English Text Prevails

31. In the event of any dispute as to the meaning of a translated word or phrase in the translated standards, the original English language text and interpretation thereof will prevail.

Policy Effective Date

32. IFAC will commence formal consideration of requests under this policy effective January 1, 2013.

Appendix

Information to be Included in a Request for Permission to Reproduce, or Translate and Reproduce, Copyrighted IFAC Publications

An interested party's Permission Request shall be in English and shall include the following information:

Contact Information

- Name of contact person
- Organization
- Type of organization or business (e.g. IFAC member body)
- Telephone number
- Fax number
- Email address
- Mailing address

IFAC Publication(s) to be Translated and Reproduced

- Title(s)
- Edition number(s)
- Date of publication by IFAC

Translated and Reproduced Publication(s)

- Title(s) (both in English and national language if applicable)
- Language
- Edition number(s)
- Expected date of publication
- Publisher
- Initial print run and total number of pages
- Format (hardbound or softbound edition, loose-leaf edition, online, CD-ROM or within a software application)
- Website address (where the publication(s) can be downloaded)
- General description of the content (e.g., other material that will be included in the publication, if any, and what percentage of the final publication will be represented by IFAC content)
- Anticipated audience (e.g., accounting, academic, legal, other interested parties)
- Expectation of financial gain and intended selling price

- Other relevant information

For adopting authorities, please fully explain the background for the request, relevant adoption process, the responsible parties, how the material will be published including related publication needs and any legislative requirements or restrictions, adoption timeline, any commercial aspects, etc.

For commercial publishers, the terms of the agreement will include a license fee or royalties payable, as well as an advance payment. Please ensure that you have addressed all the relevant points in your completed permission request and that it clearly specifies expected sales volumes, retail price, financial gain, the percentage of your total product represented by IFAC material, related timelines and any other relevant information to assist us in evaluating your commercial proposal.

Additional Information in the Case of Translation and Reproduction

- A copy of the Translation Proposal (see paragraph 27(b) of the Policy Statement)

Send the Permission Request (and Translation Proposal if appropriate) to:

Kelly Anerud – Deputy Director, Translations and Permissions

International Federation of Accountants

529 Fifth Avenue, 6th Floor

New York, NY 10017 USA

Email: permissions@ifac.org

Fax: +1 212-286-9570

Please allow two weeks to receive a response to your request.

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