
Policy for Translating Publications of the International Federation of Accountants



IFAC serves the public interest and strengthens the accountancy profession by:

- Supporting the development of high-quality international standards;
- Promoting the adoption and implementation of these standards;
- Building the capacity of professional accountancy organizations; and
- Speaking out on public interest issues.

**POLICY FOR TRANSLATING PUBLICATIONS OF
THE INTERNATIONAL FEDERATION OF ACCOUNTANTS**

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Introduction

1. One of the objectives of the International Federation of Accountants (IFAC) is to publish and disseminate high-quality standards and other material (“IFAC publications”) that contribute to the worldwide development of professional accountancy organizations, accounting firms, and professional accountants. While the official working language of IFAC and the independent standard setting boards supported by IFAC (SSBs)¹ is English, IFAC recognizes that interested parties in non-English speaking jurisdictions should have access to the IFAC publications in their native language. To achieve this objective, IFAC encourages interested parties to translate the IFAC publications. In addition, IFAC facilitates the translation of the SSB-issued standards and supporting materials by authorized translating bodies.
2. This policy statement **applies** when any interested party, including an IFAC member or associate, wishes to **translate** any IFAC publication, including proposed and final international standards issued by the SSBs. It applies to the translation of the full text of, or extracts from, any IFAC publication.
3. For policies regarding **reproduction** of the translated IFAC publications, please refer to the *Policy for Reproducing Publications of the International Federation of Accountants*.
4. This policy statement does not directly address additions, deletions or amendments to the content, nor modifications to the intended meaning of the SSB-issued standards and supporting materials by a national standard setter or others at a jurisdictional level. For standards issued by the International Auditing and Assurance Standards Board (IAASB) that have been adopted at the jurisdictional level, and in respect of which the national standard setter wishes to make limited modifications while still being able to assert that the national standards are in conformity with the IAASB standards, please refer to the *Modifications to International Standards of the International Auditing and Assurance Standards Board (IAASB) - A Guide for National Standard Setters that Adopt IAASB’s International Standards but Find It Necessary To Make Limited Modifications* (“IAASB Modification Guide”). For the other SSB-issued standards and supporting materials, guidance should be sought from relevant SSB staff. Please note that regardless of additions, deletions or amendments to the SSB-issued standards and supporting materials are to be made, relevant permission should be sought from IFAC to translate and reproduce the standards.

Intellectual Property

5. IFAC intellectual property (“IFAC IP”) consists of copyrighted publications as well as various trademarks.

Copyright

6. Copyright provides owners of original works with certain exclusive rights, including the right to allow others to reproduce the original work, or to translate, adapt, or otherwise create derivative works from the original works.

¹ The SSBs are comprised of the International Auditing and Assurance Standards Board (IAASB), International Accounting Education Standards Board (IAESB), International Ethics Standards Board for Accountants (IESBA) and International Public Sector Accounting Standards Board (IPSASB).

7. Copyright ownership and the rights thereof exist in the United States under its Constitution and federal law and worldwide under the Berne Convention for the Protection of Literary and Artistic Works (1886) (“Berne Convention”) and other treaties.
8. This policy statement is structured within the context of the United States copyright law. Agreements between IFAC and relevant interested parties are governed under the law of the United States and the State of New York.
9. The Berne Convention established a system to internationalize copyright among its signatories and establish strong minimum copyright standards. There are currently 168 signatory countries² to the Berne Convention, including the US. Copyright is automatic upon creation of a work in countries where the Berne Convention applies, with no official registration or other formalities required through any government office.
10. IFAC is the worldwide copyright owner of all IFAC publications, including the SSB-issued standards and supporting materials, ***in English and all other languages***, and has the exclusive right to authorize others to translate its content.
11. IFAC does not assign its copyright to others, but may grant others the right to use its copyrighted material under license. Where permission to translate is granted, IFAC will require the translating body to transfer the copyright in any translated publications to IFAC. The nature and extent of the transfer of rights to IFAC may vary due to restrictions in national laws in a particular jurisdiction. IFAC, as the copyright owner of the translated publications, may grant non-commercial or commercial publication and distribution rights to the translating body and/or to other parties. IFAC may charge a license fee for this purpose, taking into account the cost incurred by the authorized translating body if considered appropriate.

Trademarks, Service Marks and Logos

12. A trademark or service mark is a word, phrase, symbol or design, or combination thereof, which identifies and distinguishes certain goods.
13. IFAC owns registered and unregistered trademarks, service marks and logos (“Marks”) in the United States and other countries. They include Marks used by IFAC and its committees, as well as the SSBs. A list of these Marks is included in the copyright notice to this policy or may generally be found on the IFAC website.
14. The Marks are widely recognized throughout the world. Use of the Marks could lead to association with IFAC and/or the SSBs, or affect the IFAC brand and/or the SSB brands. Marks, therefore, can be used only under the terms of an agreement with IFAC.
15. ***Generally, IFAC does not permit the rebranding of IFAC IP or translation of the Marks.*** Translation or white-labelling³ of an IFAC trademark or brand (for example, translating “International Standards on Auditing” into the language of translation) would be regarded as rebranding. Interested parties, including adopting authorities, should discuss with IFAC their intention to rebrand any IFAC IP, including the international standards issued by the SSBs, or translate any of the Marks, including those related to the SSBs and their standards, well in advance.

² World Intellectual Property Organization - WIPO-Administered Treaties > Contracting Parties > Berne Convention: http://www.wipo.int/treaties/en/ShowResults.jsp?lang=en&treaty_id=15 Accessed 13 February 2015

³ A white-label product is a product or service produced by one organization that other organizations subsequently rebrand with their own brand/trademark.

Translation of IFAC Publications

16. **All interested parties, including IFAC members and associates, are required to seek formal permission from IFAC before translating any copyrighted publications owned by IFAC, including the international standards issued by the SSBs.**
17. Interested parties wishing to translate an IFAC publication, whether for non-commercial or commercial purposes, should submit a Permission Request in English to IFAC **at least two (2) weeks in advance**, using IFAC's online permission request and inquiry system (OPRI): <http://www.ifac.org/about-ifac/translations-permissions>.
18. If IFAC considers it appropriate to grant the requested permission to translate an IFAC publication, IFAC will prepare an agreement in English to be signed by IFAC and the translating body.

Translation of the International Standards Issued by the SSBs

19. To support effective and consistent implementation of the international standards issued by the SSBs, IFAC has established policies and procedures for the translation of the standards. These policies and procedures are set out below.
20. IFAC recognizes that a **single quality translation** of the international standards issued by SSBs would reduce confusion as to the source and availability of applicable standards, and eliminate differences in terminology that may exist in multiple translations. IFAC therefore strongly encourages translating bodies to collaborate with other interested parties that may benefit from using the translated standards in order to achieve a single quality translation in that language.
21. For the translation of the international standards issued by an SSB, IFAC will evaluate the Permission Request using the following criteria:
 - (a) The translating body confirms that it will involve, or will attempt to involve, other members, associates and interested parties that may benefit from using the standards in the language of translation in the translation process.
 - (b) The translating body affirms that the translation will be a faithful representation of the English standards. A faithful translation respects the intent, tone, and organization of the standards, and enables those who wish to read them in the language of translation to obtain the same understanding of their meaning as that of a similarly qualified native English speaker. Faithful translation also prioritizes the meaning of original text over modifications to address or suit local circumstances.
 - (c) The translating body plans to complete the initial translation of the standards within a period of time as mutually agreed between the translating body and IFAC.
 - (d) The translating body confirms that it has sufficient resources to conduct the initial translation of the standards within the mutually agreed period of time, and to maintain it for the mutually agreed period of time. Resources may be contributed by other members, associates, or interested parties that may benefit from using the standards in the language of translation.
 - (e) The translating body explicitly accepts that the copyright of the translated standards will be transferred to IFAC, and the translating body agrees to execute, and require all of its translating contributors to execute, copyright assignments transferring the rights to IFAC in forms to be provided by IFAC. IFAC will generally permit the translating body to distribute the publication (in print or electronic format) to others through non-commercial or commercial arrangements

(please see *Policy for Reproducing Publications of the International Federation of Accountants*).

- (f) The translating body confirms that it will involve, or otherwise consult, the key stakeholders, such as the accountancy profession, national auditing standard setters, public authorities, and audit oversight bodies in the primary jurisdiction(s)⁴ where the translated standards will be used. IFAC acknowledges that the involvement of key stakeholders will vary from jurisdiction to jurisdiction.
- (g) The translating body explicitly accepts that it has final responsibility for the quality of the translated standards and their acceptability in the primary jurisdiction(s) where the translated standards will be used.
- (h) The translating body undertakes to follow the translation process described in paragraphs 23-25 below, or in the alternative, a modified process described in its Permission Request and authorized by IFAC.

Process for Translating Standards

22. If IFAC grants permission to translate standards, the translating body should follow the translation process in paragraph 23. IFAC recognizes that circumstances may require modification to the translation process to achieve an effective and efficient translation of the standards. IFAC will therefore consider modifications to the translation process at the request of the translating body.

23. The translation process is as follows:

(a) The translation process should involve a principal translator (typically an employee of the translating body responsible for coordinating the translation and review work), a review committee, one or more translators (typically paid by the translating body) and IFAC staff. The principal translator, review committee members and translators are appointed by the translating body.

(i) The translation of the standards should be led by the principal translator, who should also act as the chair of the review committee. The principal translator should:

- Be fluent in both English and the language of translation;
- Have a proven knowledge of, and expertise in, the standards being translated;
- Be responsible for the translation of the standards, including the exchange of files and comments between review committee members and translators; and
- Coordinate the involvement of other members, associates and other interested parties.

IFAC staff will work primarily with the principal translator.

(ii) The review committee members should:

- Be proficient in English and the language of translation;
- Be experienced in the use of the standards being translated; and
- Have collective responsibility for reviewing the translation of the standards.

4 Jurisdiction(s) of use to be mutually agreed between IFAC and the translating body.

The composition and size of the review committee will be determined by the translating body and will reflect local circumstances.

- (iii) The review of the translation may be the appropriate time to involve, or otherwise consult, key stakeholders such as the accountancy profession, national audit standard setters and auditor oversight bodies in the primary jurisdiction(s) where the translation will be used. Where the standards are to be adopted into national law, it is strongly recommended that relevant public authorities and audit oversight bodies be actively involved in the process. The review committee may also be the appropriate mechanism for the inclusion of other bodies/parties/jurisdictions that may benefit from using the standards in the language of translation.
 - (iv) The translators should be:
 - Professional translators and/or accountants, with experience in translating economic and financial texts; and
 - Responsible for translating the standards in accordance with the principal translator's requirements and this policy statement.
 - (v) IFAC staff will monitor compliance with the translation process. This may include:
 - Reviewing the translation process of the translating body, including identification of the principal translator, other translators and the review committee;
 - Reviewing the translation timetable including related resource commitments;
 - Facilitating technical assistance, with respect to meaning and intent of the English text;
 - Monitoring progress against the translation timetable; and
 - Ensuring that key steps in the translation process are complete.
- (b) The process of translating the standards should produce a faithful translation and be implemented in the following phases: (i) translation of key terms; (ii) translation of standards; and (iii) review and approval of translated standards. These phases, however, are not distinct as translation is typically an iterative process.
- (i) **Key Terms**
 - a. The review committee should develop a list of key terms and agree on the translation of these key terms. Key terms include individual terms and repetitive phrases that are to be used consistently during translation.
 - b. The review committee should not include any Marks in the list of key terms, as the Marks are ordinarily not translated.
 - (ii) **Translation of Standards**
 - a. The translators should use the agreed list of key terms in translating the full text of the standards. The translators are strongly encouraged to use translation memory software compatible with that used by IFAC in order to enhance the consistent translation and maintenance of key terms and to assist in reducing translation costs.

(iii) **Review and Approval of Translated Standards**

- a. The translated standards should be reviewed by the members of the review committee. Their review should focus on technical accuracy, consistent use of key terms, and clarity of the text. Their comments should be sent to the principal translator, who will either forward them to the translators, or decide that further discussion amongst the members is necessary.
 - b. The translating body should inform IFAC about English words or phrases that present significant difficulties during translation to enable IFAC to facilitate appropriate consultation.
 - c. The translated standards should not be published by the translating body until all corrections have been approved by the principal translator, he/she is satisfied with the quality of the translated standards, and IFAC has given approval for publication based on its monitoring of compliance with the translation process. It is recommended that the translating body invite users of the translated standards to inform it of any matters relating to the quality of the translation.
24. The translating body will be required to provide IFAC with an electronic version of the translated standards, the list of key terms, and the translation memory generated by the translation software (when translation software is used by the translating body) as well as any updates made to such material.

Translation of Other IFAC Publications, Including Supporting Materials Issued by the SSBs

25. IFAC encourages the translations of its publications in order to assist with the implementation of standards and support general good practice.
26. For the translation of other IFAC publications, the Permission Request should include the following:
- (a) The IFAC publication(s) that is to be translated and the date of the original publication by IFAC.
 - (b) The language(s) into which the IFAC publication(s) is to be translated.
 - (c) The translation process to be followed in translating the IFAC publication(s), and any revised publication(s).
 - (d) The timeframe within which the translation is to be finalized.
 - (e) Procedures for maintaining a list of key words.
27. If IFAC grants permission to translate the IFAC publication(s), the following policies apply:
- (a) The translation will be made by the interested party or under the direct supervision of the interested party.
 - (b) The interested party should design and implement a translation process that will enable a faithful translation, with no omission or addition (other than translation footnotes), of the IFAC publication(s).
 - (c) The interested party will 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 IFAC

publication(s) so that misunderstandings do not arise because of literal translation of the English text.

- (d) The interested party will ensure that the key words are used as consistently as possible in the translation of the IFAC publication(s) and, where applicable, in the translation of revised 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.
- (e) The interested party will provide IFAC with a copy of the translation and, where applicable, copies of revised translations. Revised translations shall not be performed unless the translation agreement has been appropriately amended to include such revision.

Publication of Translated IFAC Publications

- 28. In publishing the translated IFAC publications, translating bodies or interested parties should follow the policies and procedures set out in the *Policy for Reproducing Publications of the International Federation of Accountants*.

Effective Dates of Translated IFAC Publications

- 29. The translated standards and guidance cannot have an effective date later than the effective date of the English pronouncement.

License Fees and Royalty Payments

- 30. License fees and royalty payments are covered in the *Policy for Reproducing Publications of the International Federation of Accountants*.

English Text Prevails

- 31. The approved text of IFAC publications, including the international standards issued by the SSBs, is that published by IFAC in the English language. IFAC assumes no responsibility for the accurateness or completeness of the content of translated IFAC publications or for any actions that may ensue as a result thereof.
- 32. In the event of any dispute as to the meaning of a word or phrase in a translated IFAC publication, the original English language text and interpretation thereof will prevail.

Policy Effective Date

- 33. IFAC commenced formal consideration of translation proposals under this policy effective January 1, 2013. This policy statement was first updated in June 2015 and subsequently updated in March 2018.

Reservation of Rights

- 34. IFAC reserves the right to make exceptions to the policy above in unique circumstances and in furtherance of the stated aims and objectives.

IFAC Contact Information

35. For further information, please contact:

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