

## Translation of ILC Resources, Intellectual Property and Information

Draft March 2025

### Introduction

The ILC has international Members and partners who wish to translate the Fundamentals of Care Framework, and other ILC Inc. Intellectual property, into their own language. This policy statement and associated procedures detail the circumstances under which those translations will be authorised and approved.

### Policy Statement

The translation of the FoC Framework and other ILC resources/intellectual property is consistent with the integration of fundamental care globally in practice, education, research and policy.

### Translating the Fundamentals of Care Framework

The ILC will provide permission for the Fundamentals of Care Framework to be translated into languages other than English for inclusion on the ILC website. Preference for inclusion on the ILC website will be given to translations by current ILC Members (organisations and/or individuals).

- Translations should follow best-practice<sup>1</sup> for ensuring accuracy and consistency with the English original version.
- The ILC may encourage and/or facilitate collaboration between organisations/teams who are current ILC Members for translation of the FoC Framework into a certain language.
- Translations of the FoC Framework will be made freely available to Members and non-Members of the ILC.

### Translating other ILC Resources and Intellectual Property

Permission will be provided to external organisations to translate specific ILC generated or owned content into languages other than English under the following conditions:

1. The ownership of the translated content remains the property of the ILC

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<sup>1</sup> Best practice would be demonstrated using reverse translation: the original (source) text is translated into the target language by a translator. Then, a different translator, ideally unaware of the original source text, translates the target text back into the source language. This “blindness” helps ensure they focus on conveying the meaning in the target text, not simply replicating the original wording.

Then comes the comparison and analysis phase: the original source text and the back-translated version are carefully compared. This analysis looks for:

Meaning discrepancies. This is where you need to ask “Are there any significant differences in meaning between the original text and the back translation?”

Clarity and accuracy. The back translation should accurately reflect the original content without introducing ambiguity.

Cultural appropriateness. Here, you need to check whether or not the initial translation considers cultural nuances that might be missed in a direct translation.

Based on the findings from the comparison, the initial translation is revised to correct any inaccuracies and to ensure that the meaning and nuances of the original text are accurately conveyed in the target language.

# ILC Policy/Procedure



2. Preference for translating ILC materials will be by current ILC Members (organisations and/or individuals).
3. Translations should follow best-practice for ensuring accuracy and consistency with the English original version.
4. The ILC may encourage and/or facilitate collaboration between organisations/teams who are current ILC Members for translations.
5. Translations of the ILC materials or information may be restricted to Members only

## Procedure

1. Anyone planning to commence a translation that they intend to submit for publication on the ILC website must contact the ILC prior to commencing the translation to ensure there is no duplication of effort.
2. The ILC will provide an editable version of the FoC Framework or other resource for the purposes of translating the information from English.
3. The ILC will negotiate reciprocal rights for the use of the translated materials by the persons or organisations who prepared the translation.
4. Acknowledgement of the individuals and/or organisations undertaking the translation will be made publicly.

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### Date Approved

18<sup>th</sup> March 2025

### Review Date

18<sup>th</sup> March 2027