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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | TSAG-TD1158 |
| **TSAG** |
| **Original: English** |
| **Question(s):** | | N/A | | Virtual, 25-29 October 2021 |
| **TD** | | | | |
| **Source:** | | TSB | | |
| **Title:** | | Measures and principles for translation and interpretation | | |
| **Purpose:** | | Proposal | | |
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| **Keywords:** | Interpretation; measures; principles; translation |
| **Abstract:** | This TD revises Document C14/INF/4, which gathers the practice on translation and interpretation for the three Sectors of ITU as approved by the Membership. This revision updates the ITU-T section of the document in accordance with the current practice and Resolutions in force.  Action: TSAG is invited to review and agree to the proposed revision of the ITU-T section of Document C14/INF/4, which is presented in the Annex to this document |

In 2008, with the objective of implementing Resolution 154 of the Plenipotentiary Conference on the use of the six official languages of the Union on an equal footing, the Advisory groups of the Sectors (for TSAG, see [T05-TSAG-R-0027](http://www.itu.int/md/T05-TSAG-R-0027/en)) and the General Secretariat identified the documents and publications that would be produced in the different languages. The list was set out in the tables contained in the Report of the Secretary-General, Document [C08/56](https://www.itu.int/md/S08-CL-C-0056/en), and was later endorsed by Council-09 as set out in Document [C09/33](http://www.itu.int/md/S09-CL-C-0033/en), Report of the Chairman of the CWG-LANG.

In 2013, the tables were updated and endorsed by CWG-LANG, as contained in Document [CWG-LANG/2/2](https://www.itu.int/md/S13-RCLCWGLANG1-C-0002/en), and then adopted by Council-14 in Document [C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en) (measures and principles for interpretation and translation), which has guided the work of the Secretariat as refers to translation and interpretation at ITU.

In its 10th meeting (October 2020), the Group on Study and Evaluation of the Translation Procedures, which is chaired by the Deputy Secretary-General, and where all sectors and the General Secretariat are represented, agreed on the need for a review of the measures and principles for interpretation and translation (document [C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en)), in order to:

1. update the publications section of [C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en), as some of the publications had either been discontinued or replaced by others;
2. implement a common language policy for ITU Web as soon as it is available;
3. consider the possibilities made available by machine translation and remote interpreting, where feasible.

To this end, the Group approved an action plan with a view to submitting revised measures and principles for interpretation and translation to the 2022 meeting of the CWG-LANG. This action plan was described in §3 of [CWG-LANG/11/2](https://www.itu.int/md/S21-RCLCWGLANG11-C-0002/en), the Secretary General’s Report to the 11th meeting of CWG-LANG that was held on 5 February 2020.

According to such action plan, the Bureaux and the General Secretariat were requested to prepare a draft proposal for submission to the relevant Advisory Group. The proposals so approved would be compiled in an Annex to the SG Report to CWG-LANG (2022 meeting), for endorsement and submission to Council-22.

TSAG is invited to review and agree to the proposed update to the ITU-T section of Document [C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en), which is presented in the Annex to this document.

**Annex: 1**

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ANNEX

|  |  | | | | | |  |
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| **ITU-T** | ***Languages*** | | | | | | ***Remarks*** |
|  | E | A | C | S | F | R |  |
| 1. Assembly |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| WTSA documents (proposals, white, white series, blue) | x | x | x | x | x | x |  |
| TDs (green) | x | [x] | [x] | [x] | [x] | [x] | Only documents containing proposals are translated |
| Working documents | x |  |  |  |  |  | Electronic only |
| Agendas OJ | x |  |  |  |  |  | Electronic only |
| INF Information documents | x |  |  |  |  |  | Electronic only |
| INF (slides) | x |  |  |  |  |  | Electronic only |
| Lists of participants | x |  |  |  |  |  | Electronic only |
| Resolutions | x | x | x | x | x | x |  |
| A-series Recommendations | x | x | x | x | x | x |  |
| Decisions/Opinions | x | x | x | x | x | x |  |
| Proceedings | x | x | x | x | x | x |  |
| 2. WTSA regional consultation sessions |  |  |  |  |  |  |  |
| Interpretation | [x] | [x] | [x] | [x] | [x] | [x] | Depends on region |
| Agendas OJ | x | [x] | [x] | [x] | [x] | [x] | As appropriate |
| INF Information documents | x | [x] | [x] | [x] | [x] | [x] | As appropriate |
| 3. TSAG and study groups |  |  |  |  |  |  |  |
| Interpretation: TSAG | x | [x] | [x] | [x] | [x] | [x] | Opening and closing plenaries |
| Interpretation: SG3 | x | [x] | [x] | [x] | [x] | [x] | All plenaries and working party sessions |
| Interpretation: Study groups (other than SG3) | x | [x] | [x] | [x] | [x] | [x] | As requested, normally closing plenary only |
| Interpretation: Regional groups | x | [x] | [x] | [x] | [x] | [x] | As requested, and within budgetary constraints.  Remotely-hosted meetings are not covered by ITU budget |
| Translation: Contributions (SGs other than SG3) | x | [x] | [x] | [x] | [x] | [x] | As requested, normally into English as a minimum.  Machine translation may be used for documents not translated by human translators. |
| Translation: TDs | x | [x] | [x] | [x] | [x] | [x] | Normally English only.  Machine translation may be used for documents not translated by human translators. |
| Translation: SG3 | x | x | x | x | x | x |  |
| Meeting reports | x | [x] | [x] | [x] | [x] | [x] | TSAG, SG3 and TSB Dir activity report only; all others English only. |
| Determined TAP Recommendations | x | x | x | x | x | x |  |
| Approved Recommendations (AAP) / Supplements - Summary and definitions | x | x | x | x | x | x |  |
| Approved Recommendations (AAP) / Supplements | x | [x] | [x] | [x] | [x] | [x] | Selected Recs, up to 2 000 pages per language per biennium, depending on available budget |
| Study group non-normative publications | X |  |  |  |  |  |  |
| Focus group technical specifications | x |  |  |  |  |  |  |
| Webpages | X | X | X | X | X | X | Machine translation may be used for dynamic and short-lived webpages |
| 4.Publications |  |  |  |  |  |  |  |
| ITU Operational Bulletin | x | x | x | x | x | x | Mostly standard text (i.e. translated only once); only additional material needs to be translated. |
| Lists of international country codes | x | x | x | x | x | x | Mostly standard text ; only additional material needs to be translated. |
| UIFN lists | x |  |  |  |  |  |  |
| 5. Administrative documents |  |  |  |  |  |  |  |
| TSB circulars | x | x | x | x | x | x |  |
| annexes | x |  |  |  |  |  |  |
| Collective letters | x | x | x | x | x | x |  |
| annexes | x |  |  |  |  |  |  |
| AAP announcements | x |  |  |  |  |  |  |
| introductory text\* | x | x | x | x | x | x |  |
| Promotional material | x | [x] | [x] | [x] | [x] | [x] | As required. Normally in English only. |
| General information to delegates | x |  |  |  |  |  |  |