**LANGUAGE COMMITTEE REPORT FOR THE JANUARY 2018 BOARD MEETING**

*Members: Chair: Janestic Twikirize; Co-chair: David McNabb, Mie Ohwa (Mimi), Hernando Muñoz Sanchez*

In 2017, the committee has continued to prioritize inclusiveness by identifying key documents for translation and getting them translated in the five official languages. We continued to work with the India based translation company CMM due to its fair rates and mostly acceptable quality of translation. We have endeavored to get all translated materials proofread by native volunteers from our board and so far this year, the feedback on the quality of translated materials was generally positive. The following documents were translated. We are very grateful to board members who volunteer their time and effort to proofread the translated materials.

**Table 1: List of key documents translated in official languages, 2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Document** | **French** | **Spanish** | **Chinese** | **Japanese** |
|  | **Translations available on website** |  |  |  |  |
| 1 | Global Agenda | √ | √ | √ | √ |
| 2 | Statement on human dignity | √ | √ | √ | √ |
| 3 | IASSW By-Laws (approved in GA-2016) | √ | √ | √ | √ |
| 4 | Membership benefits |  | √ |  |  |
|  | **Translated 2017** |  |  |  |  |
| 5 | IASSW history and profile  | √ | √ | √ | √ |
| 6 | IASSW-A brief history | √ | √ | √ | √ |
| 7 | Mission & Vision | √ | √ | √ | √ |
| 8 | Membership benefits | √ | √ | √ | √ |
| 9 | How to sign up for membership | √ | √ | √ | √ |
| 10 | Financial and membership information | √ | √ | √ | √ |
| 11 | IASSW- International Projects Call for proposals and Cover Page  | √ | √ | √ | √ |
| 12 | Global Agenda for Social Work and Social Development. IASSW Statement on Theme 3: Promoting environmental and community sustainability | √ | √ | √ | √ |
| 13 | Call for nominations and other election materials for the 2018 elections | √ | √ | √ | √ |

**An outstanding challenge** has to do with the organization of the material on the website. Whilst there is a good range of materials translated in the five official languages, the website is not user friendly in as far as accessing such documents is concerned. For example, a visitor on the website is not able to get all the available information and material in Chinese or Spanish by clicking on that specific language icon.

**Suggested Action:** Engage a professional company/expert to reorganize the website to make it language friendly. As stated before, a best practice is to have a clear link for each language, which opens into a fresh page where all key information and documents are listed. Where a document is not available in other languages as yet, it would be clearly indicated as available only in say English.

We also need board members to recommend volunteers who can support the work of translation and proofreading translated material especially for French and Japanese.

Respectfully Submitted by: Janestic Twikirize