

# Guidelines for Translating SRP Tools and Publications



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### About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from public, private, research, civil society and the financial sector. Co-convened by the International Rice Research Institute (IRRI), the United Nations Environment Programme (UNEP) and private sector partners, SRP works with its members and partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

### Contact details

E-mail: [info@sustainablerice.org](mailto:info@sustainablerice.org)

Web: [www.sustainablerice.org](http://www.sustainablerice.org)

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## TABLE OF CONTENTS

<b>1. Background</b> .....	<b>4</b>
<b>2. Validity</b> .....	<b>4</b>
<b>3. Transition</b> .....	<b>4</b>
<b>4. Scope</b> .....	<b>4</b>
<b>5. Procedures</b> .....	<b>4</b>
No existing translated version available.....	4
Review and adaptation of existing translation .....	5
<b>6. SRP endorsement of a 'convenience translation' as an official translation .....</b>	<b>6</b>

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## 1. Background

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The purpose of this document is to provide guidance to organizations engaged in translation of SRP tools and publications from its original English version to ensure consistent and robust interpretation.

## 2. Validity

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These guidelines will remain valid for a three-year period, or until the Secretariat's next scheduled revision of the document.

## 3. Transition

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All previously approved translations of the SRP tools and publications remain as is. If updates are necessary, the process should follow the guidelines provided in this document.

## 4. Scope

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This document applies to official SRP tools and publications, including (but not limited to) the following:

- SRP Standard for Sustainable Rice Cultivation
- SRP Performance Indicators for Sustainable Rice Cultivation
- SRP Assurance Scheme and supporting documents
- SRP Internal Management System Standard and Guidelines
- SRP Chain of Custody Policy and Standard
- Training modules for Understanding the SRP Standard and Performance Indicators
- Training modules for Understanding the SRP Assurance Scheme
- Training modules for the Internal Management System Standard and Guidelines
- Training modules for the Chain of Custody Policy and Standard

## 5. Procedures

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### No existing translated version available

- 5.1. In the event that no existing translated version is available, the following steps must be followed in developing unofficial 'convenience translations':
  - The lead organization (SRP member) informs the Secretariat of its interest to undertake the translation;

- The first draft of translated outputs must be reviewed by a native speaker with subject-matter expertise.
- A pre-publication copy of the final draft of translated outputs must be provided to the Secretariat for review and confirmation of compliance with the SRP Brand Manual and Claims Guideline.
- During delivery, the lead organization must inform the end-user via written and verbal notifications that the output reflects a convenience translation of the relevant SRP tool(s) and/or publication.
- While SRP and its members will make reasonable efforts to ensure the accuracy of all translated texts, it should be understood that convenience translations carry no legal weight and SRP assumes no liability for any consequences arising from their use or interpretation, howsoever caused.
- Nevertheless, convenience translations should cite the original source and SRP ownership; consult the SRP Secretariat to ensure correct citation.
- Translated materials must be placed in the public domain and must be clearly marked as a 'Convenience Translation' SRP materials may not be used for commercial purposes. Copyright in such materials rests jointly with SRP e.V. under a Creative Commons Attribution-Non Commercial-Share Alike 4.0 License.

## Review and adaptation of existing translation

- 5.2. If an existing approved translated version of an SRP normative document is available, the following steps must be observed:
  - The developer and intended user must be a SRP member;
  - The translation (official or convenience) must be vetted by a third-party organization (or multi-stakeholder body such as an SRP National Chapter) with language and subject-matter expertise;
  - The final stage of review should ensure consensus between the developer and third-party reviewer (or multi-stakeholder body such as an SRP National Chapter) on the overall content;
  - During delivery and adoption, the lead organization must inform end-users and/or partners of the review process and strategy for wider adoption.
- 5.3. In the event of any discrepancy between the English (original version) and the translated version, the English version shall prevail as the authoritative and correct reference.

## **6. SRP endorsement of a 'convenience translation' as an official translation**

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- 6.1. If a multi-stakeholder body (e.g., SRP National Chapter) adopts the translation, the multi-stakeholder body shall submit the endorsed translation to the SRP Secretariat, with a written summary of processes undertaken.
- 6.2. Upon receiving the submission package, the SRP Secretariat:
  - a) Confirms that the process undertaken meets the requirements listed in this Guideline;
  - b) Shares the document template to ensure consistent design and layout of the official translation (including a section on summary of process);
  - c) Posts the final formatted document on the SRP website as an official translation to make it available to the public.