

Guidelines for interpretation and translation within Municipal Partnerships

Our goal is for the ICLD to be a hub where people can meet, face-to-face, to exchange knowledge and experience. We enable and assist international partnerships at a local level, at which people who would otherwise never have met can get together and learn from one another. For this to be successful, understanding each other is essential. Using professional interpreters and translators plays a paramount role in making sure this happens.

Intpretation/translation and ICLD Core areas

Within a Municipal Partnership, professional interpretation and translation can help ensure: the inclusion and participation of all participants, transparency towards all participants and that all participants have opportunity to demand accountability within the partnership.

A budget for interpretation and translation is available for Projects, Steering Groups, Inception Phases and Development/Expansions. Compensation is available if the need of an interpreter/translator has been justified.

The budget guidelines for interpretation/translation

In Sweden:

Swedish interpreters/translators: **SEK 5 200/day**.

International partner's interpreter: **SEK 2 000/day**.

In the international partner's country:

Swedish interpreter: **SEK 2 000/day**.

International partner's interpreter: **SEK 2 000/day**.

Key Recommendations for interpretation

A Municipal Partnership may require professional interpretation. Municipal Partnerships are centered around two physical meetings between partners per year where continuous interpretation from meetings to social events can be needed depending on the context and/or country.

Use professional interpreters

Do not rely solely on a project or steering group member. The interpreter's job should be to interpret. Using a project- or steering group member also hinders this person to engage fully in meetings which can be detrimental to its outcomes. Try to use the same interpreter over time if you are happy with him/her as they will acquire knowledge about the partnership, its

projects and context.

Discuss interpretation with your partners

Discuss early on in your partnership with your partners. Discuss expectations and budget allocation.

Number of interpreters

Try to have at least one interpreter from each partner organisation.

Use more than one interpreter if you are a large group or require continuous interpretation throughout the visits. If you need an interpreter for a full day meeting plan on 10 minutes breaks of every hour of interpretation to give the interpreter and your audience time to rest. During the breaks do not make the interpreter work, allow him/her to rest, get a drink, go to the bathroom, etc. If possible, have at least two interpreters available so that they can rotate during the day. When using simultaneous interpretation, interpreters are usually changed every 20 minutes.

Time allocation

Be patient and allocate your time appropriately. Interpreting will take time. Think about it as if you need to say everything twice. Plan your activities and meeting allocation times accordingly.

Meet with the interpreter

It is always a good idea to meet with the interpreter before the session to discuss briefly what you will be talking about. Explain the purpose of the meeting and go over any materials that will be used. When possible, provide written texts and other supporting documents before the interpreting session. Share the description of the ICLD Core Areas and the project application beforehand with the interpreter(s). See Annex 1 for additional interpretation recommendations you should discuss with your interpreter before a meeting. Annex 2 is a short Code of Ethics for your interpreters if needed.

Subject matter knowledge

When you need an interpreter to interpret specialized subjects, make sure that the interpreter knows and understands the subject matter. Being fluent in a foreign language does not automatically make a person knowledgeable in many subjects.

Any questions? Need Advice?

Contact the ICLD if you are unsure how to use or cover the cost of an interpreter within your partnership (partnership@icld.se). We are always willing to help and find an adapted solution to your case.

Annex 1 – FOR MUNICIPALITIES

Additional interpretation recommendations

Speak directly to the other party: Talk to the other party directly and not to the interpreter

Eye contact: Make eye contact with the other party - not the interpreter!

Speak clearly: Make sure you speak clearly and distinctly so that interpreter can understand you. The best place for the interpreter is somewhere close to you and the other party or between the two of you.

Pause for interpretation: Do not forget to slow down to pause after 3-4 sentences to give the interpreter an opportunity to interpret what you have just said. It might be also a good idea to arrange a signal for the interpreter to stop you if something is not clear or you need to pause for interpretation.

Avoid side conversations: Have only one person speak at a time and avoid side conversations. If you do not want something to be interpreted, do not say it! The interpreter will interpret everything that is said at a meeting.

Sensitive issues: When hiring an interpreter for an interpreting session be sensitive to cultural and/or religious differences as well as varieties and dialects of certain languages.

Asking questions: Encourage the interpreter to ask questions when not sure of a term, phrase, concept, etc. Say the same thing in different words if your question or statement is misunderstood or rephrase your question.

Interpreter's opinion: Interpreters' job is only to interpret and help the communication take place, and not to render personal opinions.

Annex 2 – FOR INTERPRETERS

Code of ethics for interpreters

Accuracy and Completeness

The interpreter must interpret accurately in both languages. By accurate interpretation we understand an interpretation that preserves the meaning of the message without omissions, additions, distortions or alterations.

Confidentiality

The interpreter must respect confidentiality and privacy of all parties under all circumstances, unless otherwise required by law.

Impartiality and Conflict of Interest

The interpreter must remain impartial. He/she will never advocate on behalf of any party, will not engage in discussion, give advice or express personal opinions about the matter of the encounter, filter communication, mediate, or show reaction to any of the parties.

Limitation of Practice

The interpreter must know his/her linguistic limitations and decline assignments that require knowledge or linguistic or other skills that go beyond his/her competence.

The interpreter must acquire the proper terminology before the assignment.

Respect for all Parties

The interpreter must show respect for all parties involved in the interpretation assignment.