



World Meteorological Organization
Weather • Climate • Water

Language, Conference and Publishing Services Department

Guide for translators

All you need to know!

May 2015

In-house translation

- 1) Asking for a translation: go to Antonella Romeo's office (4J50, ext. 8081) or Sarah Eymann's office (4J56, ext. 8914). They will assign you a document and give you a hard copy (or some pages if it is too long).

This is what the routing sheet looks like:

JobSys Routing sheet

Job No. 15125 | Approval Date 23-01-2015 | No. Words 9483 | Deadline 05-02-2015

Category of text: **CB** (Constituent bodies)

Item No. 7.2 DRAFT 1

Contact Person: A. ALEXIEVA | Department: ASGO

Comments / Instructions: Annexes 1 and 2 are already translated, to be taken from EC-66/Doc. 4.8.2 REV 1, draft 1 (page 5). 8012 words already translated, 1471 new words.

	A	C	E	F	R	S
Translation						
Revision						
Text-processing						
Proof-reading						
Quality-check						
Reproduction						

	Name	Date Given	Date Returned	No.Words
Translation				
Text-processing				
Proof-reading				

LSU COMMENTS: AR

AET → **Already Existing Text:** most of the text has already been translated and is available in our Multitrans textbase. You may also see **MET, Minimum Existing Text:** a lot of new text.

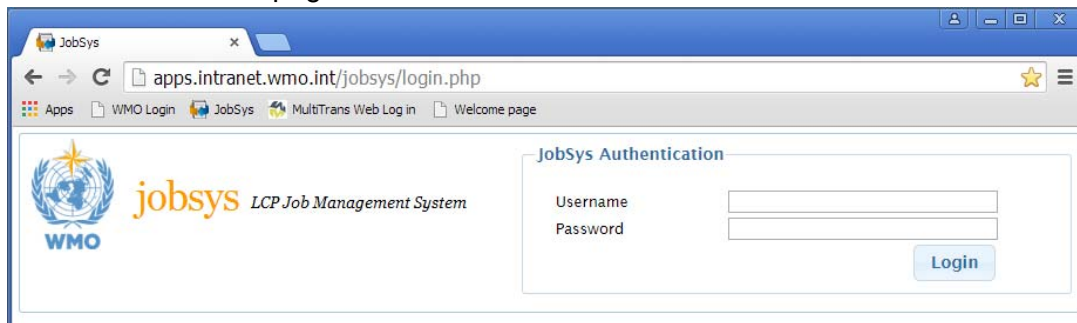
The contact person should only be contacted in case of substantive doubts and with copy to the Document and Publications Management Unit (Muriel Oshry/Nathalie Gentet: dpmu@wmo.int) so that they can inform the other languages and the English original can be corrected.

- 2) Once you are back in your office and ready to start translating, the first thing you have to do is accept the assignment on our document management system: JobSys.



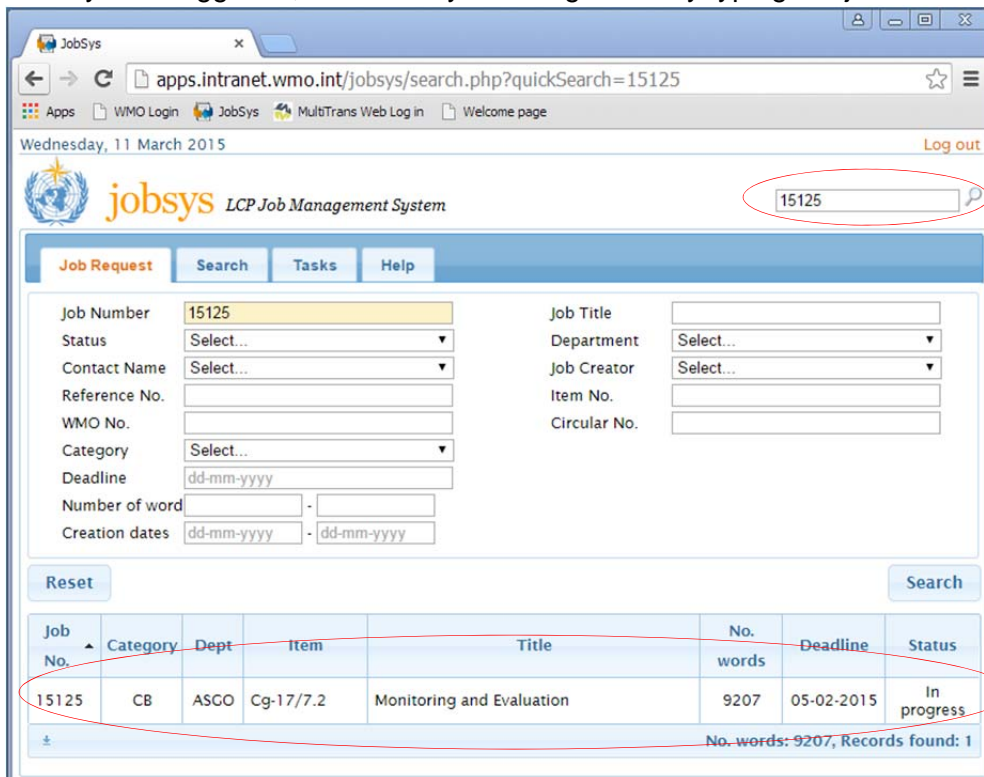
You'll find the icon on the desktop or you can access it following this address: <http://apps.intranet.wmo.int/jobsys/login.php>.

This is the welcome page:



Log in with the same username and password you use to start your computer.

Once you're logged in, search for your assignment by typing the job number:



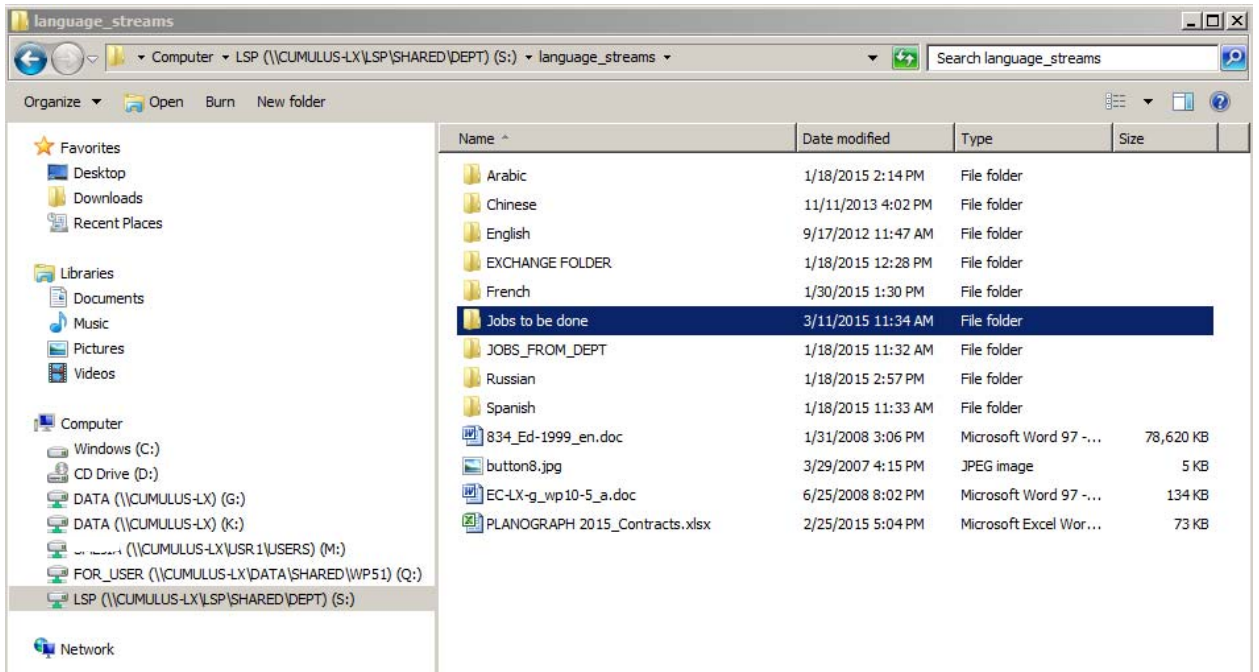
1) Click on Tasks.

2) Click on the task you've been assigned (in this example a Spanish translation).

3) Type the number of words you've been assigned.

4) Then click on Take. You're done for now with Jobsys.

3) To find the electronic version of the original text, go to:
S:\language_streams\Jobs to be done



In that folder you'll have to select the corresponding category of text according to the routing sheet:

Name ^	Date modified	Type	Size
Constituent_bodies	2/5/2015 11:40 AM	File folder	
Correspondence	1/18/2015 1:54 PM	File folder	
Design_graphics	9/17/2012 11:51 AM	File folder	
Human_Resources	10/14/2013 12:55 PM	File folder	
Miscellaneous	1/28/2015 11:07 AM	File folder	
Non-constituent_bodies	3/11/2015 11:14 AM	File folder	
Publications	1/18/2015 2:10 PM	File folder	
WEB	3/6/2015 9:59 AM	File folder	

See our example:

The screenshot shows a Windows File Explorer window with the following details:

- Address Bar:** LSP (\CUMULUS-LX\SP\SHARED\DEPT) (S:) > language_streams > Jobs to be done > Constituent_bodies > Cg-17
- File List:**

Name	Date modified
Cg-17-d06-5-IPPI-draft1_en_LSU-RU.docx	1/14/2015 5:37 PM
Cg-17-d06-5-IPPI-draft1_en_LSU-ZH.docx	1/14/2015 5:20 PM
Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en.docx	12/11/2014 9:24 AM
Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-AR.docx	12/12/2014 3:34 PM
Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-ES.docx	12/12/2014 3:28 PM
Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-FR.docx	12/12/2014 3:32 PM
Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-RU.docx	12/12/2014 3:29 PM
Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-ZH.docx	12/12/2014 3:33 PM
Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en.docx	1/27/2015 3:28 PM
Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-AR.docx	2/4/2015 3:15 PM
Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-ES.docx	2/4/2015 3:08 PM
Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-FR.docx	2/4/2015 2:58 PM
Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-RU.docx	2/4/2015 3:04 PM
Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-ZH.docx	2/4/2015 3:19 PM
Cg-17-d07-3-RISK-MANAGEMENT-draft1_en.docx	2/17/2015 7:40 AM
Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-AR.docx	2/17/2015 2:05 PM
Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-ES.docx	2/17/2015 2:13 PM
Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-FR.docx	2/17/2015 2:09 PM
Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-RU.docx	2/17/2015 2:10 PM
Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-ZH.docx	2/17/2015 2:08 PM
Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en.docx	1/8/2015 3:54 PM
Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-AR.docx	1/14/2015 10:27 AM
Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-ES.docx	1/14/2015 11:55 AM
Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-FR.docx	1/14/2015 10:20 AM
Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-RU.docx	1/14/2015 11:42 AM
Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-ZH.docx	1/14/2015 12:21 PM
Cg-17-d07-5-LANGUAGES-AND-PUBLICATIONS-draft1_en.docx	1/8/2015 2:00 PM

(Check the “Guide for WMO MultiTrans Users” on how to deal with pre-treated texts.)

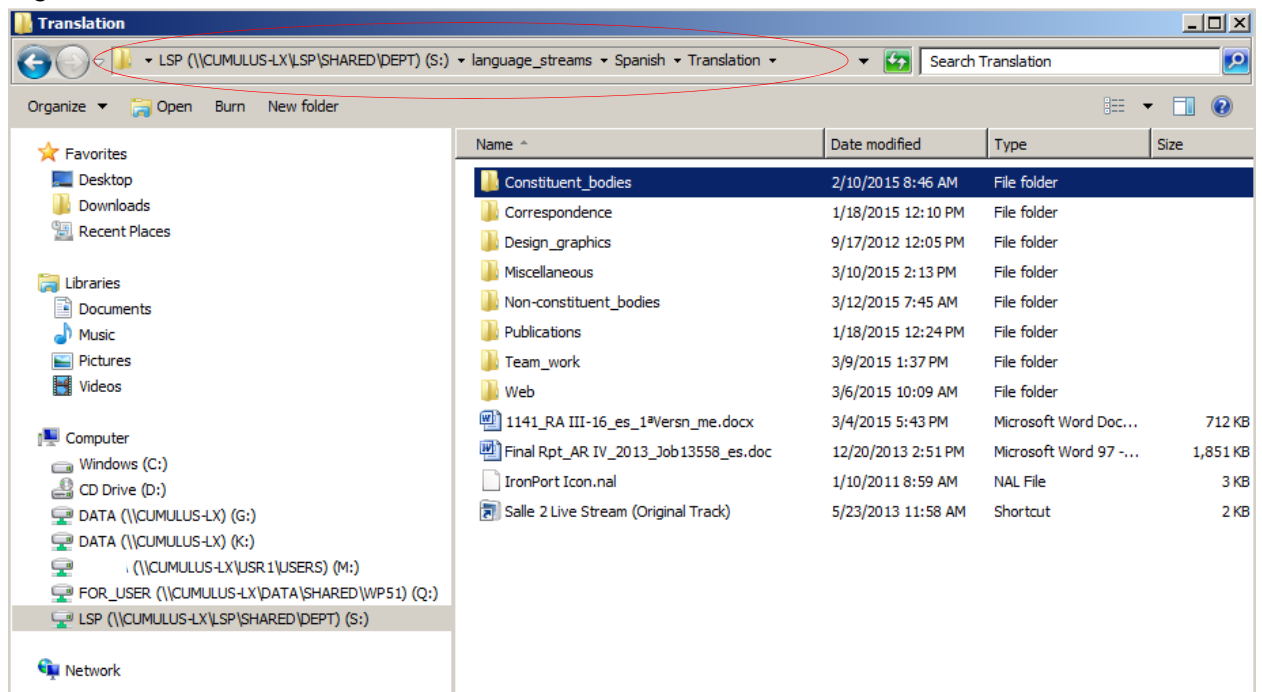
- 4) Then you have to find the correct template that you will use for the translation (constituent body document, circular letter, fax, individual letter, vacancy notices, etc.).
 For **Arabic** see M. Mourad and Seham Al Kahaleh, offices 4L35 and 4L36.
 For **Chinese** see Li Fengqi, office 4J54.
 For **English** see C. Abel, office 4C46.
 For **French** see E. Masse and R. Mouizi, offices 4C46 and 4J52.
 For **Russian** see T. Alexandrova and M. Gavrilova, office 4J58.
 For **Spanish** see Elena Vicente and Fabián Rubiolo, office 4L34.

And you're ready to go!

- 5) Please save your translation in the corresponding **"Translation"** folder for your language stream while you are working on it. Keep the original file name and make sure to change the ending in order to reflect the language by adding "_ar;_zh;_en;_fr;_ru;_es" accordingly.

S:\language_streams\YOUR LANGUAGE\Translation\...(corresponding category)

e.g.:



If you need to consult the reference documents in their original format, go to the **"References"** folder (S:\linguistic_support\REFERENCES) where all documents are stored according to the previously-mentioned categories.

Don't forget to contact your colleagues if you have any doubts!

- 6) When you have finished your translation, go back to Jobsys. Go to the job in question (search for it or go to tab *Tasks>In progress*):

1) Click on Tasks.

2) Click here to open the task.

3) Type the number of words you have translated.

4) Click on Done and the status of the task will change to "done" like the English one.

(Tip: if you have translated all the text, you can double click on the field *Words Done* and it will automatically copy the number of words from *Words Taken*.)

- 7) If your work is revised, give back the routing sheet (and all other papers attached) to Antonella or Sarah, so that they can assign the revision.

If your work is not revised, take the routing sheet (and all other papers attached) to the corresponding Pool.

- (Arabic: M. Mourad and Seham Al Kahaleh, offices 4L35 and 4L36)
- (Chinese: DPMU – M. Oshry/N. Gentet, offices 4C42 and 4L41)
- (English: C. Abel, office 4C46)
- (French: E. Masse and R. Mouizi, offices 4C46 and 4J52)
- (Russian: T. Alexandrova and M. Gavrilova, office 4J58)
- (Spanish: Elena Vicente and Fabián Rubiolo, office 4L34)

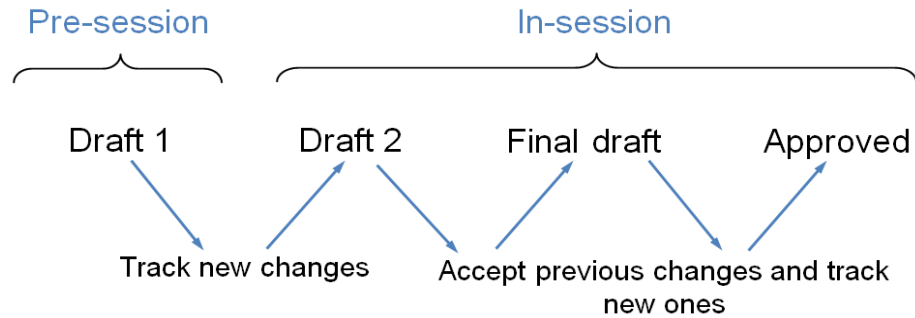
- 8) You can find the revisions with track changes in the **TRACK** folder of each language stream:

S:\language_streams\YOUR LANGUAGE\Text-processing\TRACK

- 9) You can find the texts finalized by the Pool inside the “**Text-processing**” folder of each language stream:

S:\language_streams\YOUR LANGUAGE\Text-processing

In-session workflow



During constituent body meetings, translators work on different versions of the document:

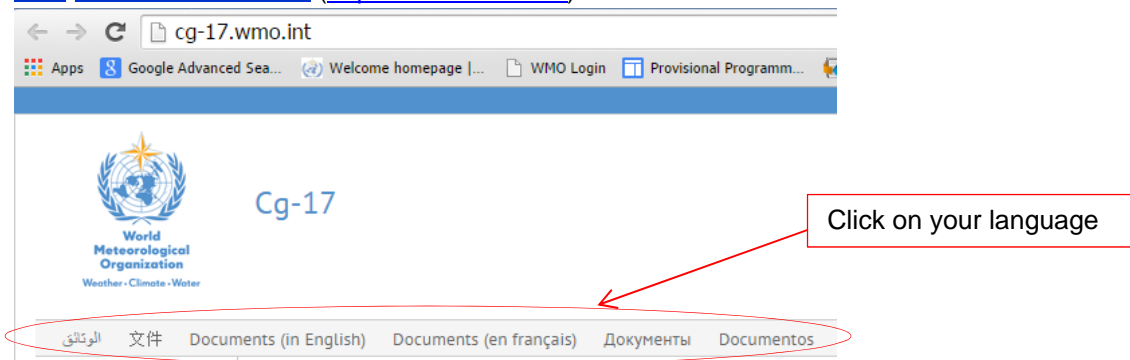
- Draft1 (pre-session): document to be entirely translated. You can find it in *Jobs to be done*, as usual.
- Draft2: document that has to reflect modifications made to Draft1. These modifications must be visible (track changes) in all languages. (Please make sure that you work on the final version of Draft1.)
- Draft3/Final Draft/Approved: at this stage you have to accept previous changes and track new ones. (Please make sure that you work on the final version of the previous draft.)

You can find the final version on the **website of each conference**, which you can access via the WMO homepage (<http://www.wmo.int>), section “Events”.

Forthcoming sessions:

17th session of the World Meteorological Congress (<http://cg-17.wmo.int/>)

67th Executive Council (<http://ec-67.wmo.int/>)



- Once you finish inserting the changes, you should save the file (Draft2/Draft3/etc.) WITH TRACK CHANGES in **S:\language_streams\YOUR LANGUAGE\Translation\Constituent_bodies\SESSION FOLDER**.

REMEMBER: you can find the **final versions** of the document on the **conference’s website**, which you can access via the WMO homepage (<http://www.wmo.int>), section “Events”.

Use these versions when reflecting changes!! (and not the versions saved in *Translation*).

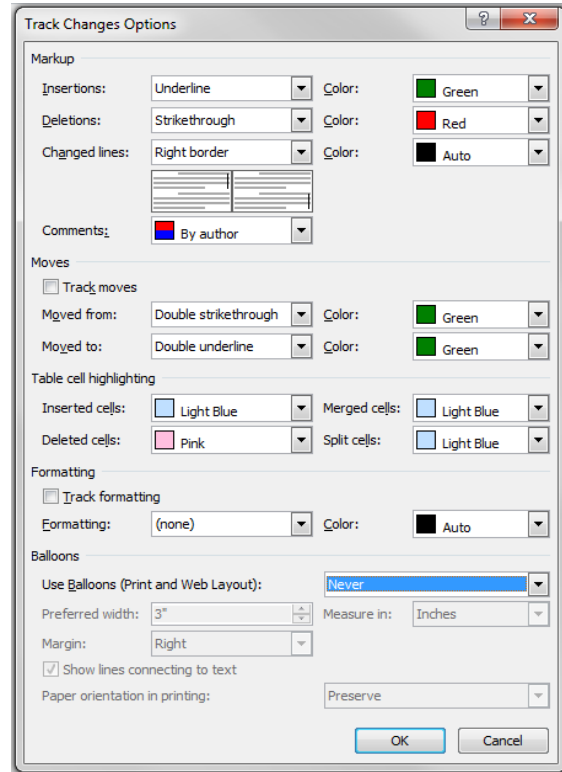
TRACK CHANGES

Configuration of MS Word 2010

You must configure your MS Word software in order to open and print any document according to the adopted format.

Procedure:

1. Open MS Word and create a new document.
2. Go to Tools, Options, then to the tab "Track Changes".
3. Set "Insertions" with underline and green colour, "Deletions" with strikethrough (e.g. ~~strikethrough and red colour~~), "Changed lines" with "Right border", set also "Use Balloons (Print and Web Layout)" with "Never".






Ex. The Council ~~was informed~~ recalled that the primary objective of the Tropical Cyclone Programme (TCP) is to reduce to a minimum the loss of life and damage caused by tropical cyclones ~~to a minimum~~ through establishment of national and regionally coordinated systems leading to ~~early~~ timely delivery of forecasting and warnings services to users so that they can take protective measures with multi-hazard approach.

Constituent body website

Cg-17 > Documents (in English) ▾

Name ↑

-  1. DRAFTS FOR DISCUSSION
-  2. PROVISIONAL REPORT
-  3. SESSION ARCHIVE

(Only documents to be discussed. Once their status changes their previous version is moved to SESSION ARCHIVE.)

(All approved documents)

(All documents which have already been discussed)

FILE NAMING STANDARDS

It is recommended that the following file naming standards (including key words) be applied, in all languages, for files posted on the Web.

Cg-17-d10-3-SOP-draft1_en

Cg-17-d10-3-SOP-draft2_en

Cg-17-d10-3-SOP-draft3_en

Cg-17-d10-3-SOP-final-draft_en

Cg-17-d10-3-SOP-approved_en

Cg-17-d04-2-2(4)-REV1-IMOP-draft1_en

Cg-17-d04-2-2(3)-add1-MANUAL-ON-WIGOS-draft1_en

Cg-17-d13-5-CORR-1-REVISIONS-FINANCIAL-REGULATIONS-draft1_en
