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:

```
| Job No. | 15125 |
| Approval Date | 23-01-2015 |
| No. Words | 3483 |
| Deadline | 05-02-2015 |
| Category of text | CB: Constituent bodies |
| CB | Cg-17 |
| Item No. | 7.2 DRAFT 1 |
| Monitoring and Evaluation |

| Translation |
| Text-processing |
| Proof-reading |
| Quality-check |
| Reproduction |

Name | Date Given | Date Returned | No. Words |

Language Support Unit (they check for previously existing translations)

To be completed by you

Initials of LSU officer who pre-treated the text

Already Existing Text: most of the text has already been translated and is available in our Multitran 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:

Search for your job.

Click on the job to open it.
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:

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.
See our example:

(Original text)

(PRE-TREATED ORIGINALS FOR EACH LANGUAGE)

(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 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

(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