





Language Services Update

Christina Rodriguez | and Butch Pfremmer

Language Services

Language | 22 June 2015

- 1. Language Services Focus Group Updates
- 2. ICANN Localization Toolkit
- 3. New Language Services Community WiKi Page
- 4. Questions & Answers



Language Services Focus Group Updates



Language Services Focus Group

A Language Services Focus Group (LS FG) was organized in June 2014



Explore translation approaches for new icann.org site



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Share translation experience, and participated in a best-practices survey



27 participants from 17 countries (15 languages) from community and staff.

Formal report presented at ICANN51 (Oct 2014)

(See ICANN 51 Presentation at <u>https://la51.icann.org/en/schedule/tue-language-services/presentation-language-services-14oct14-en</u>)





Methods of translation (professional, machine, crowdsourced) should be considered

- All content currently translated by ICANN Language Services is processed by professional human translation unless otherwise specified.
- Language Services worked with Legal to show a publication disclaimer appropriate for each type of translation (community, crowdsource, machine translation).

NOTE: The disclaimer will be attached to all document translations performed by non-professional translation teams.



Methods of translation (professional, machine, crowdsourcing) should be considered Cont'd...

- Language Services has taken over responsibility for the Localization Toolkit developed jointly by KISA-ICANN.
- Language Services will consolidate Regional translation of Localization Toolkit material for the benefit of all Regions on the Community WiKi:

See https://community.icann.org/display/ICANNLSLT/LOCALIZATION+TOOLKIT



Focus Group Recommendations – Progress Made

Localization of Content

- Moving forward Videos and Infographics in languages other than 6 UN languages can be corroborated by regional teams to ensure proper dialectical phrasing and meaning.
- Language Services has published Glossaries and Terminology on the Community WiKi for the benefit of Regions, ICANN community and global stakeholders.

See https://community.icann.org/display/ICANNLSTAR/Glossaries+-+Multilingual



Focus Group Recommendations – Progress Made

Example of WHOIS Glossary

English	Definition	French	FR Definition				
AAO - Adjacency Attestation An AAO is a digitally signed object that verifies th made an attestation that it has an inter-domain an or more other ASes.		AAO - Certificat d'adjacence	Un AAO est un objet comportant une signature numérique destiné à confirmer qu'une contigüité (adjacence) entre domaines a été établie entre deux ou plusieurs systèmes autonomes (AS).				
Advertisements	See Routing Advertisement.	Annonces	Voir annonce de routeur.				
Advisory Committee An Advisory Committee is a formal advisory body made up of representatives from the Internet community to advise ICANN particular issue or policy area. Several are mandated by the ICANN Bylaws and others may be created as needed. Adviso committees have no legal authority to act for ICANN, but rep their findings and make recommendations to the ICANN Board		Comité consultatif	Un comité consultatif est un organe consultatif formel constitué représentants de la communauté Internet et chargé de prodigu des conseils à l'ICANN sur un sujet ou un domaine réglementa spécifique. Un certain nombre de ces comités sont prévus dans les statuts de l'ICANN et d'autres peuvent être créés selon les besoins. Les comités consultatifs ne possèdent aucune autorité légale pour agir au nom de l'ICANN. Ils présentent leurs conclusions et formulent des recommandations au Conseil d'administration de l'ICANN.				
friNIC African Network Information Center (AfriNIC) is the Regional Internet Registry for the African Region.		AfriNIC	Le Centre d'information du réseau africain (AfriNIC) est le registre Internet régional pour l'Afrique.				
ALAC - At-Large Advisory Committee	ICANN's At-Large Advisory Committee (ALAC) is responsible for considering and providing advice on the activities of the ICANN, as they relate to the interests of individual Internet users (the "At- Large" community). ICANN, as a private sector, non-profit corporation with technical management responsibilities for the Internet's domain name and address system, will rely on the ALAC and its supporting infrastructure to involve and represent in ICANN a broad set of individual user interests.	ALAC - Comité consultatif At-large	Le Comité consultatif At-large (ALAC) de l'ICANN a pour mission d'étudier et de proposer des recommandations sur les activités de l'ICANN qui se rapportent aux intérêts des utilisateurs individuels d'Internet (« At-large » faisant référence à la communauté « au sens large »). En tant qu'organisation privée à but non lucratif, responsable de la gestion technique du système des noms de domaine et d'adresses de l'Internet, l'ICANN s'appuiera sur ALAC et son infrastructure de soutien pour assurer la participation et la représentation d'un large éventail d'intérêts des utilisateurs individuels.				
Allocation	Address space allocated by APNIC or NIRs to LIRs for the purpose of subsequent distribution by LIRs to their customers.	Allocation	Espace d'adresses alloué par l'APNIC ou les NIR aux LIR afin que ces derniers les distribuent à leur tour parmi leurs clients.				
APNIC - Asia Pacific Network Information Center	Asia Pacific Network Information Center (APNIC) is the Regional Internet Registry for the Asia Pacific Region.	APNIC - Centre d'information du réseau Asie-Pacifique	Le Centre d'information du réseau Asie-Pacifique (APNIC) est le registre Internet régional pour la région Asie-Pacifique.				
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Focus Group Recommendations – Progress Made

Another resource is our Online Quizlet Tool

- Quizlet is an Online Flashcard tool/Study aide (it works very well for terminology too)
- Quizlet is available both online and as a mobile app
- Language Services team produced Quizlet sets for ICANN Glossaries, Acronyms & Terminology in 6 UN Languages
- Language Services team maintains & updates the sets monthly

See: <u>https://quizlet.com/44610578/icann-glossaire-iana-flash-cards/</u>



Legally Binding Documents

The Focus Group recommended that Model Contracts be available in \odot 6 UN official languages as a reference (or guide) for non-English legal documents.

The following RAA and related documents are available in the 6 UN Languages, plus Japanese, Korean and Portuguese.

- **Registrar Accreditation** 1. Agreement
- Whois Accuracy Program 2. Specification
- Registration Data Directory 3. Service (Whois) Specification 7.
- 4. Consensus and Temporary Policy Specification
- 5. Specification on Privacy and 9. Proxy Registrations
 - Data Retention Specification 10. Logo License Specification 6.
 - Registrar Information Specification

- 8. Additional Registrar Operation Specification
 - Registrants' Benefits and Responsibilities
- 11. Compliance Certificate
- 12. Transition Addendum

See https://www.icann.org/resources/pages/approved-with-specs-2013-09-17-en



Focus Group Recommendations – Work Still To Do

Assess Regional Translation Priorities

 The Focus Group specifically asked that priorities be established based on information each community values and document shelf life.

Language Services is currently collaborating with GSE how to best establish a mechanism to determine translation priorities in the Regions.



ICANN.org Translation and Navigation

- The Focus Group recommended that ICANN.org be available in 6 UN languages, and that it be consistent in navigation and content, and that documents on ICANN.org be available simultaneously in the 6 UN Languages.
 - Although much works remains in this area, Language Services is working with ICANN Communications, and WebAdmin team to improve the timeliness of posting translated documents to ICANN.org.



Focus Group Recommendations – Work Still To Do

ICANN.org Translation and Navigation Cont'd...

- Languages Services is tracking all ICANN translation requests in a Translation Master. The data includes information on submission date, target languages, and completion date (hand-off to requestor).
- This will help ICANN track and improve simultaneous delivery. The Translation Master is updated on the ICANN Community WiKi monthly.

See: https://community.icann.org/display/ICANNLS/Translation+Master+File



Coordination between ICANN Communications and the Language Services team

- ICANN Communications and Language Services teams are developing Global English Guidelines for authors.
 - Global English practices will be part of ICANN Communications Style and Content Creation Guidelines
 - Language Services will be providing Global English training in Q1 2016 for internal staff/authors
- New refined procedures and communication between ICANN Communications and Language Services team.
 - Language Services now involved earlier in ICANN content creation process and providing early feedback on localizability of content design



Focus Group Recommendations – Work Still To Do

<u>Coordination between ICANN Communications and Language</u> <u>Services team</u> *Cont'd...*

- ICANN Communications and Languages Services teams are exploring the requirement that large documents (e.g. over 25 pages) have an Executive Summary?
 - 62% of Focus Group survey respondents felt Exec Summaries could be translated in lieu of full translation
 - Full document translation would still be available, if requested, from the Community by Language Services





The Localization Toolkit originally developed to provide a basic set of Outreach Materials for regional community

- Originally a joint project between ICANN APAC Region & Korean Internet & Security Agency (KISA)
- Includes a recommended set of downloadable English community outreach materials
- Regions can translate into their required local languages
- Language Services will provide a translation framework, terminology, glossaries and Outreach Material (Beginner's Guides, Info Graphics, Brochures, Fact Sheets)
- Regions can request new language versions of Outreach Materials from Language Services team.



Current Global Localization Toolkit documents include:

1. About ICANN (Updated 1 July 2014)

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- 1. Universal Acceptance of all Top Level Domains (updated 1 July 2024)
- 2. Internationalized Domain Names
- 3. WHOIS
- 4. New Generic Top Level Domains (New gTLDs)



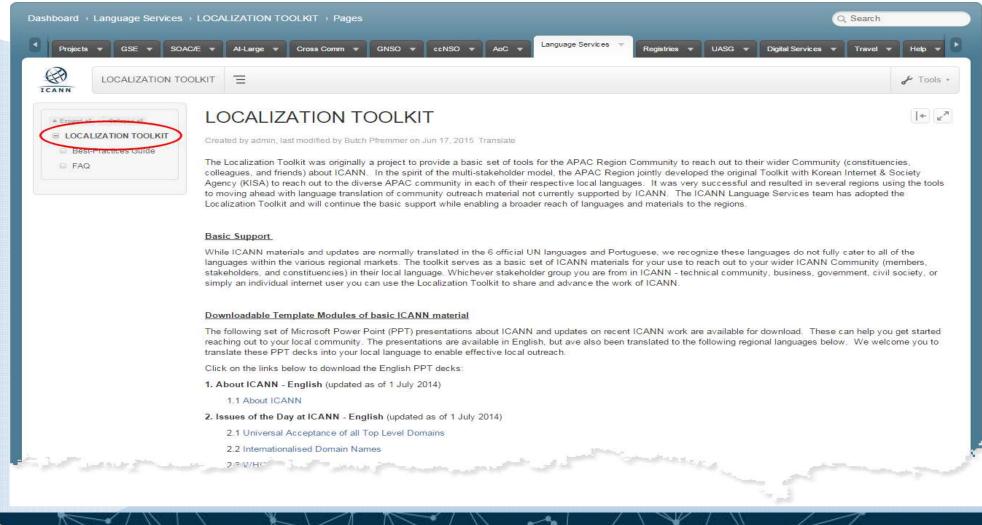
Regions encouraged to use the Language Services framework and support to translate their own materials.

English Template



Localization Toolkit Info available at:

https://community.icann.org/display/ICANNLSLT/LOCALIZATION+TOOLKIT



Reaching Out to your Local Community - Guidelines

1. Localized material for reaching out to community or a local event is best (e.g. roadshow, forum discussion etc).

Best-practices based on experience of AP Region (See https://community.icann.org/display/ICANNLSLT/Best-Practices+Guide

- 2. Select information to share with stakeholders/community based on:
 - Type of event (is it a roadshow, or a forum discussion etc?)
 - Your audience (business, government, technical community, academics, students etc?)
 - Based on the above, choose the slide decks provided as appropriate.



Reaching Out to your Local Community - Guidelines

- 3. Estimate number of people and secure venue at least 4-6 weeks prior
 - Venue locations include partnering schools, or office spaces with large meeting rooms; alternatively, Hotels provide function rooms complete with facilities and equipment that can be rented as well.
 - Work with your partner/vendor to ensure availability of microphones and projectors for your presentation
 - Send invitations at least 3 weeks before and ask for RSVP
 - Send reminders 1 week prior to event



Reaching Out to your Local Community - Guidelines

- 4. Always prepare a Meeting Program (i.e. the order of proceedings)
- 5. Check venue setup, and test AV and projector system 3 hours before your event commences
- 6. Have a registration booth for attendees, name badges, obtain contact info from participant for follow-up
- 7. Share slides in PDF form with participants and ask for feedback. Survey templates available on the WiKi



Language Services Support:

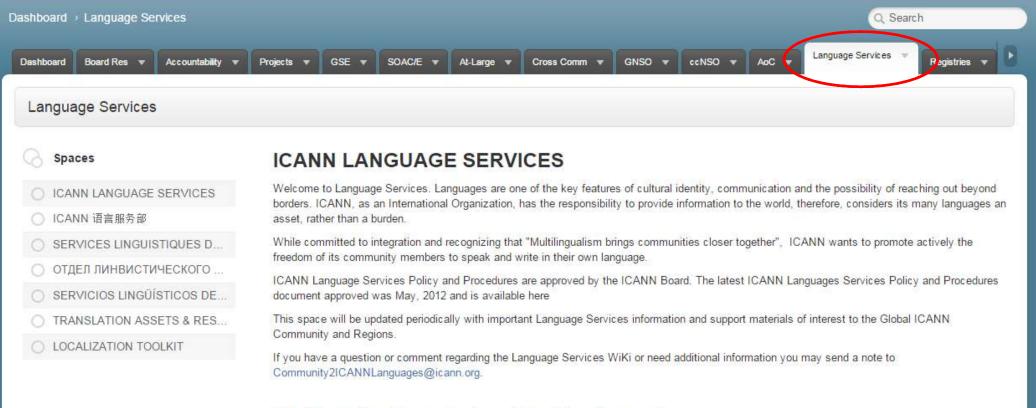
- Guidelines, Best-Practices and FAQs available on ICANN Language Services Community WiKi now.
- Please send us your final translated material for posting on the Community WiKi.
- Language Services will collect, coordinate, and disseminate Regional translated content on the Community WiKi.
- Language Services will post new glossaries, translated Outreach Materials, and other supporting content to Community WiKi for Regions to access.
- Language Services will organize best-practices, tips and recommendations shared by Regions for benefit of the entire community.

Send e-mail inquiries to Community2ICANNLanguages@icann.org.



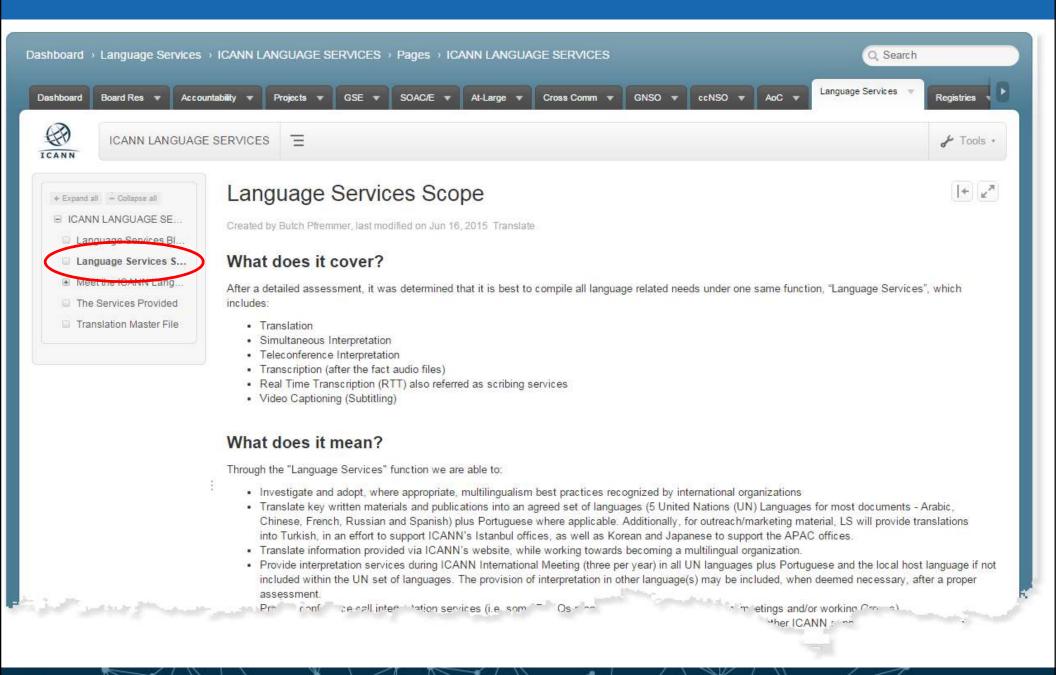
New Language Services Community WiKi Page





"Multilingualism is a natural product of development"







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AAA	American Arbitration Association	AAA	الجمعية الأميركية التحكيم	AAA	英国仲裁协会	AAA	Association américaine d'arbitrage	AAA
AC	Advisory Committee	AC	اللجنة الاستشارية AC	AC	咨询委员会	AC	Comité consultatif	AC
AC	Administrative Contact (of a domain registration)	AC	جهة الاتصال الإدارية (لشجيل AC (نطاق	AC	管理联系人(域 名注册)	AC	Contact administratif (d'un enregistrement de nom de domaine)	AC
ACIG	The Australian Continuous Improvement Group	ACIG	المجموعة الأُسْتَرَافية للتصين المستمر ACIG	ACIG	澳大利亚持续改 进集团	ACIG	Groupe australien pour l'amélioration continue	ACIG
ACP	Administrative Challenge Panels	ACP	هيئات التدري ACPs الإدارية	ACP	行政争议专家组	ACP	Commissions de procédures administratives, Panels d'objections administratives	ACP
ACP	Application Comment Period	ACP	فترة التعليق على ACP الطليات	ACP	申请评议期	ACP	Période de commentaires sur les candidatures	ACP
ACSO	Combined Group of Advisory Committees and Supporting Organizations	ACSO	المجموعة المثتركة للجان الإستشارية ومنظمات الدعم ACSO	ACSO	咨询委员会和支 持组织联合集团	ACSO	Groupe mixte de comités consultatifs et d'organisations de soutien	ACSO
AC-SO	Advisory Committees and Supporting Organizations	AC-SO	اللجان الإنتشارية ومنظمات الدعم	AC-SO	咨询委员会和支 持组织	AC-SO	Comités consultatifs et organisations de	AC-SO



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	May 2015	TRANSLATION PROJECTS MASTER - 30 May 2015	FY15_LS-Project_Tracking_Master-30May2015.pdf	
		TRANSLATION PROJECTS MASTER - 15 June 2015	FY15_LS-Project_Tracking_Master-15June2015.pdf	
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Translation Master

Ticket #	DOCUMENT NAME	TRANSLATION WORD COUNT		Target Language	Requestor	TICKET CREATED	TICKET RECEIVED		EXPECTED DELIVERY	STATUS	DATE DELIVERED	DELIVERED TO	QUALITY
[iticket #165660]	AL-ALAC-ST-0515-01-00-EN	846	EN	ZHS AR	Ariel Liang	3-May-2015	3-May-2015	4-May-2015	11-May-2015	CLOSED	L1-May-201	REQUESTOR	
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[#2855]	AWIP Whois Advisory	915	EN	ZHS	Amy Bivins	6-May-2015	6-May-2015	6-May-2015	7-May-2015	CLOSED	7-May-2015	REQUESTOR	
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#2952	Proposed Schedule and Process Improvements for AoC and Organizational R	3347	EN	PT	Charla Shambley	7.84-1015	7-54-00-2015	IMAGES MISSI	Robum 2015	IN TRANSLATION			_
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[#3062]	REGISTRY RESTRICTIONS DISPUTE RESOLUTION PROCEDURE (RRDRP)	3181	EN	PT ZHS	Aysegul Tekce	8-May 2015	8-May-2015	8-May-2015	18-May-2015	CANCELLED			
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[#3180]	Executive Summary: GNSO Privacy & Proxy Services PDP WG Initial Report	4883	EN	ZHS	Mary Wong			11-May-2015	and the second se		18-May-2015	the second se	
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Questions and Answers

