

Agenda and Minutes (REVISED)

Translation Guidelines Work Group
LEP Committee
Public Service and Trust Commission

February 5, 2010
225 Spring Street, Wethersfield
1st Floor Conference Room
8:30 – 10:00 AM

Attendees: Jim Maher (Chair), Rena Goldwasser, Deborah Tvaronitis, Dan Horwitch, Gabrielle Winter, Karen Chorney (Staff)

1. Approval of meeting minutes from January 21, 2010

Jim welcomed the work group members and the minutes of the meeting held on January 21, 2010 were approved with a one-word change to the second bullet under Item #3.

2. Report on development of translation database

Jim reviewed the conversations held with Norman Ross and Deborah Warren regarding the database. He distributed Deborah's project scope description and screen shots. He explained that in the short term, the database will allow us to look at forms and what has been interpreted to date. The work group reviewed the fields developed thus far and made recommendations accordingly. Gaby's tracking number will be included as a field in the new database.

Gaby discussed the development of the Trados translation software program and how the growth of the dictionary within the system will help to expedite future translations.

In response to a question about average turn-around time, Gaby indicated that on average, 1 double spaced page of print takes approximately 1 hour, so that even for larger requests such as booklets, the anticipated framework is 3-4 months for translations.

3. Review Court Service Centers' list of commonly stocked documents

Jim showed the work group members the list of commonly stocked forms collated by the Court Service Centers. Its' format may be of interest when proposed guidelines are applied as a means of testing documents for prioritization. This led to a discussion of translation guidelines:

Jim suggested that the work group members start to think about articulating the criteria for guidelines. He offered the following criteria for forms:

- Reviewed and approved by Legal Services
- Having the greatest impact
- Offering the greatest benefit
- Used most frequently
- Posing significant harm if misunderstood
- Commonly used and serving as the first form in a particular process

As a group, the members agreed that the final guidelines should be printed on the translation request form so that the requestor is aware of the review criteria. While still considering establishing a panel to make determinations on prioritizing translation requests, Jim asked the group members to consider whether or not an appeals-type of panel would be necessary as well. Guidelines would still need to be developed for either panel to utilize in deliberations. Jim asked the work group members to continue to think about guidelines for the next meeting.

Dan asked about the process for determining if a translation request has been reviewed for conversion to plain language. He reported that the Self Represented Parties Committee is looking at which forms to convert. That committee is applying plain language or readability to new forms and forms being reviewed for revisions.

Dan spoke about an inquiry from the legal aid community asking if our translators apply plain language to their translations. Gaby and Jim both addressed the concept of "keeping the register". Dan offered to field any questions from Gerardo Rojas if wording becomes excessively challenging.

4. Report of progress of other LEP Committee work groups

This topic was tabled until the next meeting.

5. Next steps

The committee will reconvene on Friday, March 5, 2010 at 8:30, In the 1st floor conference room at 225 Spring Street, Wethersfield.