

Agenda and Minutes

Translation Guidelines Work Group LEP Committee Public Service and Trust Commission

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

Present: Jim Maher (Chair), Faith Arkin (LEP Committee Chair), Dan Horwitch, Deborah Tvoranitis, Rena Goldwasser, Gaby Winter, Girvan Dinall (Guest), Norman Ross (Guest), Karen Chorney (Staff)

1. Approval of meeting minutes from February 5, 2010

Jim Maher opened the meeting by introducing Girvan Dinall to the work group members and obtaining unanimous approval of the February 5, 2010 meeting minutes.

2. Report on development of translated documents database

Work group members were presented with a preview of the database as written by Deborah Warren, edited by Karen Chorney, and designed by Girvan Dinall. Suggestions and questions from the work group members prompted Jim to recommend that the database design be handled by interested work group members in a separate meeting. Girvan will send screen shots of the existing system to Karen to be distributed to all members for further discussion.

3. Review preliminary list of documents suggested for translation from Survey Work Group

The preliminary list of documents suggested for translation culled from the efforts of the Survey Work Group was distributed for the members to review. The volume of Juvenile Court documents was noted.

4. Continue discussion of guideline criteria

The work group members agreed that guidelines should be kept to a minimum, with one suggestion being no more than ten, and another that the maximum be five.

The work group members also identified potential confusion between “having the greatest impact” and “offering the greatest benefit”. One member suggested that both are part of “posing significant harm if misunderstood”.

There was discussion of the need to define the term “internal” as it is currently used to describe (a) documents within a specific division, (b) documents used for administrative purposes only, and (c) documents that are used with clients/patrons but only within the Branch.

The work group members briefly discussed the goals of the guidelines. One suggestion was that they mirror those of the interpreters: to protect against the loss of life, liberty and property.

The work group agreed to the following preliminary guidelines:

1. documents must be reviewed and approved by Legal Services
2. documents must be those that are used with the public
3. documents must be commonly used and serving as the first step in a particular process
4. documents prioritized will be those used most frequently and those posing significant harm if misunderstood

5. Next steps

The next meeting will be held on Friday, March 19, 2010 at 8:30 AM in the 1st floor conference room at 225 Spring Street in Wethersfield. This meeting will be solely to approve the minutes of the previous meeting and finish developing the translation guidelines. Members are encouraged to send their suggestions, thoughts, ideas, etc. to Karen by March 17th so that she may distribute them prior to the meeting.

Those work group members interested in working on the design of the ITS Document Translation Tracking System will meet separately at a time and location to be determined.

Karen will compare the existing list of documents to Gaby's inventory of translated materials to determine if there are items in common.