

Weekend Duty – Guidelines for Translators (Documentation Division, DGACM)

In line with the Department's effort to make an optimal use of resources, starting October 2016, weekend on-call lists will no longer include staff from TPUs nor General Service staff from Docs Control. As a result, weekend duty procedures will be as follows:

From now on, there won't be a Translation Service in charge of contacting the rest of the Services: The Documentation Division will have a **Weekend Documents Duty Officer (WDDO)** on call to act as coordinator. This function will rotate among P-5s of the Division. **The WDDO will be contacting all translators on duty to alert them if any translation work is needed.**

Guidelines for Translators on Weekend/Holiday Duty

Every week the **Front Desk/Programming Officer** sends the weekend team a reminder with the link to the **weekend on-call list** (it's a googledoc, it can be bookmarked in smartphones, computers, etc.):

<https://docs.google.com/spreadsheets/d/1bMVfEnz11VQ4UnPQW4S3NJioyoF2pcWt7AvVOIIQ6AU/edit?pli=1#gid=0>

Translators on call must be reachable the day they are on duty, from 8.00 am to 8.00 am of the following day. **Translators may work from home or come to the office.** In both cases, they should make sure in advance that they have all the **links, usernames and passwords necessary** to perform their duties, including access to gDoc as Programming Officer.

Phone call from WDDO

When his/her services are required, the translator will receive **a phone call and an email from the WDDO** explaining the assignment and the deadline. If the call is not answered, the WDDO will leave a voicemail. The translator must return the call as soon as possible to confirm that he/she is aware of the assignment (if the WDDO doesn't answer, please leave a voicemail).

Submissions through email

All submissions and any possible corrections will be handled through email only, not through gDoc. In the email, the WDDO will provide all information available regarding the job: deadline, references (if any), etc.

Access to PO role

Although jobs will not come through gDoc, translators may need to access gDoc to retrieve previous versions of documents already processed but not issued on ODS; **if the translator doesn't have a Programming Officer profile, he/she should have access to the Programming Officer's username and password.**

There is a grace period that gives staff on weekend duty up to two hours to start working on the assignment after the call informing them that their services are required. On exceptional occasions, however, an assignment might have a very short deadline. It is expected that, in those cases, the WDDO and the translators will have been informed of that possibility in advance, on Friday or at least the day before, to be prepared.

Follow formatting of source: SC draft agendas and draft resolutions IN BLUE

Translators are expected to **follow the formatting of the source document as closely as possible**. For draft resolutions or draft agendas requested by the Security Council to be issued **"in blue" (that is, printed in blue font)**, translators must use or copy the format from the original blue provided or from the blue template provided by the TPU.

Translators must submit final clean versions (not marked-up) both in Word and PDF, and make sure that the font is in blue in the PDF if needed.

Issues detected in the text

Should any of the translation services detect an issue worthy of a correction, they must notify the WDDO, who in turn will contact SCAD. SCAD will issue a correction and the WDDO will email it to all translation services.

Email translation

Once it's done, **the translator should email the translation to the WDDO, Cc'ing always in the message Documents Control Unit (dcu@un.org) and the Service's Programming Officer and Front Desk.**

The following working day in the morning, Documents Control will create the job in gDoc and the Front Desk of each Service will create the relevant records, assign the credit to

the translator, upload the translated files and send them to the TPU to finalize them, if needed.

Confirmation by WDDO

Translators should wait for the confirmation from the WDDO that the file has been received and that they are free to go.

Note: Translators should not accept any direct requests from departments or delegations. Only the jobs sent through the WDDO should be processed. The judicious way to deal with such calls would be to explain that, while the translation services are eager to help and not averse to reasonable requests, these requests should be channelled through Documents Control.

SECURITY COUNCIL DOCUMENTS FOR TRANSLATION

If there is a Security Council meeting during the weekend or holiday, four types of documentation might be submitted for processing:

- a. **Draft Agenda (BLUE):** Translation **IN BLUE**, copying the format from the original blue or using the templates provided by the TPUs.
- b. **Draft Resolution (BLUE):** Translation **IN BLUE**, copying the format from the original blue or using the templates provided by the TPUs.
- c. **Presidential Statements (PRST - BLACK):** Translation **IN BLACK** following the format of the original.
- d. **Press Statements:** Translations are typically only done in French. Translation **IN BLACK** following the format of the original.

To sum up, if a Security Council job is marked “for blue”, that means that translators must use the template for draft agendas and draft resolutions “in blue”. If the job is marked “for black” or there is no indication, translators should follow the format of the original, as they would do with any other document.

If there is an advance PRST or draft resolution, the Secretariat of the Security Council will inform the WDDO, who in turn will convey that information to translator by email. Translators will need to be able to retrieve those jobs from gDoc, so they will need access to gDoc with a Programming Officer profile or as Programming Officers, and they should know how to make searches in gDoc by job number and symbol to find the relevant jobs and retrieve the files from gDoc.

WEEKEND DUTY CHECKLIST FOR TRANSLATORS

Before the weekend or holiday you are on duty, make sure of the following:
You have

- The link to the contact list**

- **All the links, usernames and passwords you might need (Webmail, eLuna, unterm, ODS, latest version of instructions in UNITE, gDoc,...)**
- **Access to a Programming Officer role in gDoc (PO role or Programming Officer username and password)**
- **A copy of the Security Council templates or a working link to their location**

You know how to

- **Search for jobs on gDoc by job number and symbol**
- **Retrieve files from gDoc**
- **Copy the format from the original of a blue SC draft agenda or SC draft resolution and use the templates provided by the TPU**
- **Save files as PDF in the computer that you will be using, making sure they come out in black or in blue, as needed**

... And remember to keep your phone on!

Thank you!