TEC-106: Translation of INCOSE Products – February 2, 2011

Objective
This policy establishes the guidelines for translating, from one language into another, products for which INCOSE holds the copyrights or permission to disseminate. This includes technical publications such as the Systems Engineering Handbook and articles such as those within INSIGHT.

General Guides
INCOSE protects its intellectual property per INCOSE policy ADM-103, but supports unlimited rights of INCOSE chapters and organizations affiliated with INCOSE that desire to translate INCOSE technical information into other languages. INCOSE ownership shall be acknowledged on every page containing INCOSE content. Products which predate 23 July 2009 shall have the acknowledgement added at the next update. This is accomplished through the use of the Technical Operations Board procedure entitled “Procedure for Translations of INCOSE Technical Information.”

Specific agreements must be established between INCOSE and each chapter or affiliated organization that proposes to translate a document into another language. These agreements shall provide details on the financial arrangements. Details of these agreements are provided in the above-mentioned Technical Operations Board procedure. Translation agreements shall be approved and signed by the President of INCOSE. Upon approval, the translation may proceed.

The leader of the translation project shall establish two teams: one to perform the translation and an independent team to review the translation to assure the quality of the final result and to assure that the distribution shall be in accordance with TEC-101. The details of how this is accomplished are contained in the above-mentioned Technical Operations Board procedure.

The Technical Operations Board shall have oversight for specific translation efforts and shall obtain and provide status information to the INCOSE Board of Directors.

SUPERSEDES: February 10, 2010
APPROVED BY: INCOSE Board of Directors, Phoenix, AZ, USA, February 2, 2011
MAINTAINED BY: Technical Director