



## **PUB-101: Translation of INCOSE Products – 21 April 2022**

### **Purpose**

This policy establishes the guidelines for translating, from one language into another, products for which INCOSE holds the copyrights, contractual agreements, or permission to disseminate. This includes technical publications such as the Systems Engineering Handbook (copyright owned by John Wiley & Sons, Inc.) and articles such as those within INSIGHT.

### **Applicability**

Specific agreements must be established between INCOSE and each chapter or affiliated organization that proposes to translate a document into another language.

### **Definitions**

N/A.

### **Policy Content**

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 that predate 23 July 2009 shall have the acknowledgement added at the next update. This is accomplished through the use of the procedure entitled “Translation of INCOSE Technical Information Technical Procedure.”

Specific agreements must be established between INCOSE and each chapter or affiliated organization that proposes to translate a document into another language. In those cases where copyright of an INCOSE product has been acquired by a publisher, e.g. Wiley, the publisher must also be involved and the organization seeking the rights for translation may have to establish an agreement with the publisher. Depending on the potential market and other factors, the publisher may decide to perform the translation and directly sell the product in the targeted language. Otherwise, the publisher may look for an alternative source to license the translation to or establish a license with the chapter requesting the translation. For the latter, the publisher will establish an agreement with the chapter and the agreement shall provide details on the financial arrangements for the licensing. Within INCOSE, the source of the funding for the license/agreement, translation costs, and publication will determine the revenue that goes to the chapter and to INCOSE Central. The table below provides the details of the revenue split between the chapter and INCOSE Central.



Distribution of Costs and Revenue for Chapter Led Translations

Model	License Fee	Translation Labor	Printing	Distribution	Chapter Share of Sales by Chapter	INCOSE Central Share of Sales by Chapter	Chapter Share of Sales by Central	INCOSE Central Share of Sales by Central	Notes
Chapter Direct License	Chapter Pays	Chapter does or pays translation	All printing done locally - paid by chapter or central based on where sale is made	All distribution is from and paid by party that makes the sale	75	25	25	75	INCOSE Central share on sales by chapter starts after the license and translation costs have been accounted for.
Sector Support for License	Central (Sector) Pays	Chapter does or pays translation	All printing done locally - paid by chapter or central based on where sale is made	All distribution is from and paid by party that makes the sale	50	50	50	50	Share on sales for both parties starts immediately.
Sector Support for License and Printing	Central (Sector) Pays	Chapter does or pays translation	All printing paid by central (Sector)	All distribution is from and paid by party that makes the sale	20	80	20	80	Chapter gets 20% share of sales margin no matter who sells the copy
Sector Support for License and Translation	Central (Sector) Pays	Central (Sector) Pays	All printing done locally - paid by chapter or central based on where sale is made	All distribution is from and paid by party that makes the sale	20	80	0	100	Chapter gets 20% share of sales margin only for copies they print and sell
Sector Support for License, Translation, and Printing	Central (Sector) Pays	Central (Sector) Pays	All printing paid by central (Sector)	All distribution is from and paid by party that makes the sale	0	100	0	100	No investment made by chapter - this is really a Central product entirely



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 related Translations procedure.

The Publications Office shall have oversight for specific translation efforts and shall obtain and provide status information to the INCOSE Board of Directors. The Publications Office shall provide data on sales every three years for review by Officers, TechOps Director, and AscD Publications.

### **Related Policies**

N/A

### **Related Procedures**

PUB-PROC-06: Translation of INCOSE Technical Information Technical Procedure

**SUPERSEDES: PUB-101 dated January 27, 2019**

**APPROVED BY: INCOSE Board of Directors, Virtual, 21 April 2022**

**MAINTAINED BY: (RACI Responsible R): Associate Director for Publications**

**POLICY OWNER: (RACI Accountable A): President-Elect**