



PUB-101: Translation of INCOSE Products – April 20, 2018

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 to 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. These agreements shall provide details on the financial arrangements. Details of these agreements are provided in the related 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 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.



Responsible Position

The Associate Director for Publications is responsible for this policy, in collaboration with the Technical Director.

Related Policies

N/A

Related Procedures

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

SUPERSEDES: TEC-106 dated February 2, 2011

APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 20, 2018

POLICY OWNER (RACI Responsible R): Associate Director for Publications

MAINTAINED BY (RACI Accountable A): President-Elect