



PROCEDURE AND CONDITIONS FOR TRANSLATING ITU RECOMMENDATIONS INTO LANGUAGES OTHER THAN THE SIX OFFICIAL LANGUAGES OF THE UNION

The official languages of the International Telecommunication Union (ITU) are Arabic, Chinese, English, French, Russian and Spanish (No. 171 of the ITU Constitution).

The official language versions of ITU documents and texts are prepared by ITU (No. 172 of the ITU Constitution).

ITU documents and publications are protected by copyright.

Having regard to No. 495 of the ITU Convention and pursuant to Resolution 168 (Guadalajara, 2010) of the ITU Plenipotentiary Conference, however, an administration may translate ITU Recommendations into languages other than the six official languages of ITU, subject to certain conditions specified in that resolution and summarized below.

Procedure

An administration wishing to translate (an) ITU Recommendation(s) into a language other than the six official languages of the Union shall contact the *ITU Sales and Marketing Division*, by e-mail at sales@itu.int, specifying:

- Name of the administration
- Official contact of the administration (name, title, e-mail, telephone)
- ITU Recommendation or Recommendations which the administration wishes to translate
- Language or languages into which the administration wishes to translate the specified Recommendations
- Purpose of the translation
- Confirmation that the translation is not intended for sale
- In the event of a translation intended for sale, whether such intended sale would be based on cost recovery or for profit, as well as the number of copies intended for publication and/or the expected number of downloads in the case of electronic publication.

The ITU Sales and Marketing Division will immediately consider the request, in consultation with the Bureau of the ITU Sector concerned and the ITU Legal Affairs Unit, and respond accordingly.

Conditions governing the translation of ITU Recommendations into languages other than the six official languages of the Union

1. In the event of any discrepancy between a translated version of an ITU Recommendation in a language other than the six official languages and an official version, the text in any ITU official language shall prevail.
2. The ITU logo shall not appear on the translated pages. However, the publication may include the front page of the official text of the ITU Recommendation.
3. Each publication shall contain, in an appropriate place, in the national language, the statement set out below, the title and summary of the Recommendation and a link to where the official text of the Recommendation can be downloaded from the ITU website:

This Recommendation has been translated into *[language]* with the prior authorization of the International Telecommunication Union (ITU) as copyright holder. The sole responsibility for translation of this Recommendation into *[language]* lies with *[name of administration]*. The original text of this Recommendation can be obtained from:

International Telecommunication Union
General Secretariat
Sales and Marketing Division
Place des Nations CH-1211 GENEVA 20 (Switzerland)
Sales@itu.int

4. The texts shall be translated by a certified professional.
 5. Every appropriate measure, including technical measures, shall be taken by the administration in order to protect the ITU's rights as copyright holder of the Recommendation.
 6. ITU shall not bear any expenses for the translation and publication of the Recommendation.
 7. ITU shall receive two (2) copies of the translated Recommendation free of charge, as soon as possible after publication, for archive purposes.
 8. In respect of translation for the administration's official use, there will be no charge payable to ITU.
 9. In respect of translation intended for sale (either based on cost recovery or for profit), which shall require the prior agreement of ITU, the publisher concerned shall provide ITU with a statement of the number of copies sold.
 10. Translated publications sold for profit shall be subject to payment of royalties to ITU.
-