

2.9. Centre of Translation

Translation services are key to ISESCO system as they constitute a major support means to implement the activities scheduled as part of ISESCO's action plans and promote the Organization's outreach. These services involve translation from and into Arabic, English and French of various documents (correspondences, news, addresses, reports, conferences' documents and ISESCO's publications...).

Besides, translation services cover the proofreading of all the said materials in both their original languages and translations. The Center also provides linguistic advice and interpretation (consecutive and simultaneous) in ISESCO's three working languages inside and outside the headquarters.

Further, given the growing volume of these missions, the 12th General Conference, held in Baku, November 2015, adopted the creation of a Center to be dedicated to translation services instead of the former Translation Section.

In a bid to effectively discharge its missions and keep pace with the quantitative and qualitative evolution of ISESCO's action, the Center will, under the current Action Plan, give due attention to its human resources through strengthening the working team with more members, providing translators with continuous training and translation assisting tools to meet ISESCO's requirements, participating in translation-related forums and activities and establishing contact with translation and interpretation institutions so as to benefit from their experiences and working methods. The Center will also focus on enhancing the means of work by purchasing Computer-Assisted Translation Tools and provide training thereon for the purpose of effective use of working time and translators' productivity increase.

With regard to publications, the Center will prepare a glossary of the key terms and concepts relevant to ISESCO's areas of competence and publish it not only in its working languages but also in other languages for wider benefit. Moreover, the Center will prepare a style guide in the fashion of other international organizations for the purpose of terminology standardization to improve the drafting and translation of documents.

Budget of the Translation Centre's Programmes

Programme	Total budget in US\$
1- Providing internal and external translation and interpretation services.	From the budgets of the respective Directorates
2- Training for the Translation Center's members.	60,000.00

Details of Financial Items

Centre of Translation (salaries and allowances)

Items	First year 2019	Second year 2020	Third year 2021	Total in (US\$)
Basic salaries	100,000.00	105,000.00	110,000.00	315,000.00
Allowances	50,000.00	50,000.00	50,000.00	150,000.00
Social security	25,000.00	25,000.00	25,000.00	75,000.00
New posts	12,000.00	12,000.00	12,000.00	36,000.00
Total (US\$)	187,000.00	192,000.00	197,000.00	576,000.00