

Translation services are a crucial element in ISESCO's structure as one of the key support mechanisms in the implementation of the activities programmed within the framework of the Organization's action plans, but equally in view of its contribution to enhancing ISESCO's reach in and beyond the Islamic world. This activity involves translation from and into Arabic, English and French of a number of documents (correspondences, news, speeches, reports, conference documents, ISESCO publications ....).

In addition to this, translation services include revision tasks of the different materials mentioned, both in their original formats and in their translations. The Center also extends linguistic advice and interpretation assistance (consecutive and simultaneous) in the three working languages of ISESCO, either at the Organization's Seat or outside it.

Due to the growing volume of these tasks, the General Conference endorsed at its 12<sup>th</sup> Session (Baku, November 2015) the establishment of a dedicated center for translation services in lieu of the translation section.

To help the Center carry out the tasks entrusted to it and keep pace with the quantitative and qualitative development witnessed in the Organization's work, attention will be directed under the current Action Plan at the human component by strengthening the team with additional staff. It will provide continuous training for translators as well as aids to the practice of translation in order to meet the Organization's demands, participate in meetings and activities that deal with translation, establish contacts with institutions that operate in the translation field, be it written translation or interpretation with the intent of benefiting from their experiences and working methods. The Center will also endeavor to improving working methods through the acquisition of computer-assisted translation software and providing training on its use for optimal working time utilization and to enhance the productivity of translators.

In terms of publications, the Center will work on the preparation and publishing of a glossary of terms and concepts related to the Organization's areas of competence not only in its working languages but in other languages in order to generalize this benefit. In addition, an editorial manual similar to those used by other international organizations will be developed for the purpose of standardizing terminology and improving the quality of documents both in drafting and in translation.