

# Guide for translators

Language, Conference and  
Publishing Services Department (LCP)

WEATHER CLIMATE WATER



WORLD  
METEOROLOGICAL  
ORGANIZATION

June 2018

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### Translation workflow

1. Go to Antonella's office (4J50), she will assign you a translation and give you the corresponding Routing Sheet.
2. Go to Jobsys (see p. - 5 -) and take the job.
3. Go to **S:\language\_streams\Jobs to be done** to find the electronic version of the original text and the pre-treated version.
4. Locate the template that you need to use for your translation.
5. Carry out your assignment, working always on the shared S: drive.
6. Go to Jobsys (see p. - 5 -) and mark your assignment as done.
7. If your translation is going to be revised, take your Routing Sheet back to Antonella so that she can assign the revision and give you a new assignment. If your translation is not going to be revised, take the Routing Sheet to the corresponding pool and drop by Antonella's office to let her know you have finished your assignment.

## Who will assign me a job?

Antonella will assign you your translations. In case she is not at her desk, you can take a translation from the pigeon hole in her office that corresponds to your language. Sarah Eymann (4J56) or Olga Bernaschina (4J48) can provide assistance if needed.

## What is a Routing Sheet

For every job that is assigned to you, you will receive a Routing Sheet. This is what a routing sheet looks like:

**JobSys Routing sheet**

Job No. 15125 Approval Date 23-01-2015 No. Words 9483 Deadline 05-02-2015

Category of text: CB (Constituent bodies), Cg-17, E

Contact Person: A. ALEXIEVA Department: ASGO

Item No. 7.2 DRAFT 1

Monitoring and Evaluation

Comments / Instructions: Annexes 1 and 2 are already translated, to be taken from EC-66/Doc. 4.8.2 REV 1, draft 1 (page 5). 8012 words already translated, 1471 new words.

Translation Revision Text-processing Proof-reading Quality-check Reproduction

	A	C	E	F	R	S
Translation						
Revision						
Text-processing						
Proof-reading						
Quality-check						
Reproduction						

	Name	Date Given	Date Returned	No. Words
Translation				
Text-processing				
Proof-reading				

LSU COMMENTS: AR (To be translated in-house)

AET (Already Existing Text: most of the text has already been translated and is available in our MultiTrans textbase.)

Initials of LSU officer who pre-treated the text: E

Target language: S

Language Support Unit (they check for previously existing translations)

To be completed by you

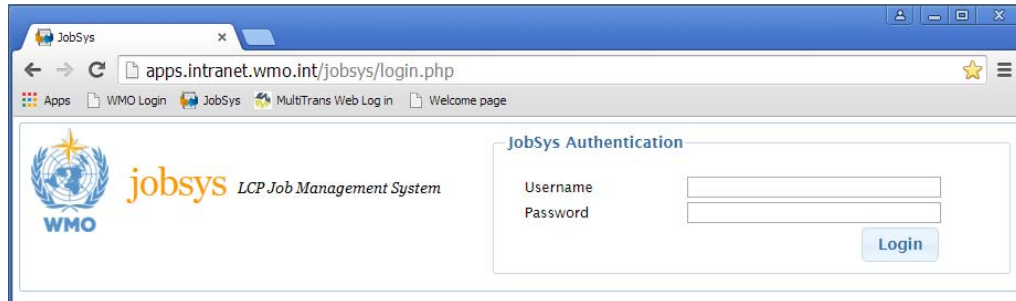
## What is Jobsys and how to use it

Jobsys is the workflow system for our department.



You'll find the icon on the desktop or you can access it following this address:  
<http://apps.intranet.wmo.int/jobsys/login.php>.

This is the welcome page:



Log in with the same username and password you use to start your computer.

Once you're logged in, search for your assignment by typing the job number:

Wednesday, 11 March 2015 Log out

**jobsys** LCP Job Management System

15125

**Job Request** Search Tasks Help

Job Number	15125	Job Title	
Status	Select...	Department	Select...
Contact Name	Select...	Job Creator	Select...
Reference No.		Item No.	
WMO No.		Circular No.	
Category	Select...		
Deadline	dd-mm-yyyy		
Number of word	-		
Creation dates	dd-mm-yyyy - dd-mm-yyyy		

Reset Search

Job No.	Category	Dept	Item	Title	No. words	Deadline	Status
15125	CB	ASGO	Cg-17/7.2	Monitoring and Evaluation	9207	05-02-2015	In progress

No. words: 9207, Records found: 1

**Search for your job.**

**Click on the job to open it.**

1) Click on Tasks.

2) Click on the task you've been assigned (in this example a Spanish translation).

3) Type the number of words you've been assigned.

4) Then click on Take.

When you have finished your translation, go back to Jobsys. Go to the job in question (search for it or go to tab *Tasks>In progress*):

1) Click on Tasks.

2) Click here to open the task.

3) Type the number of words you have translated.

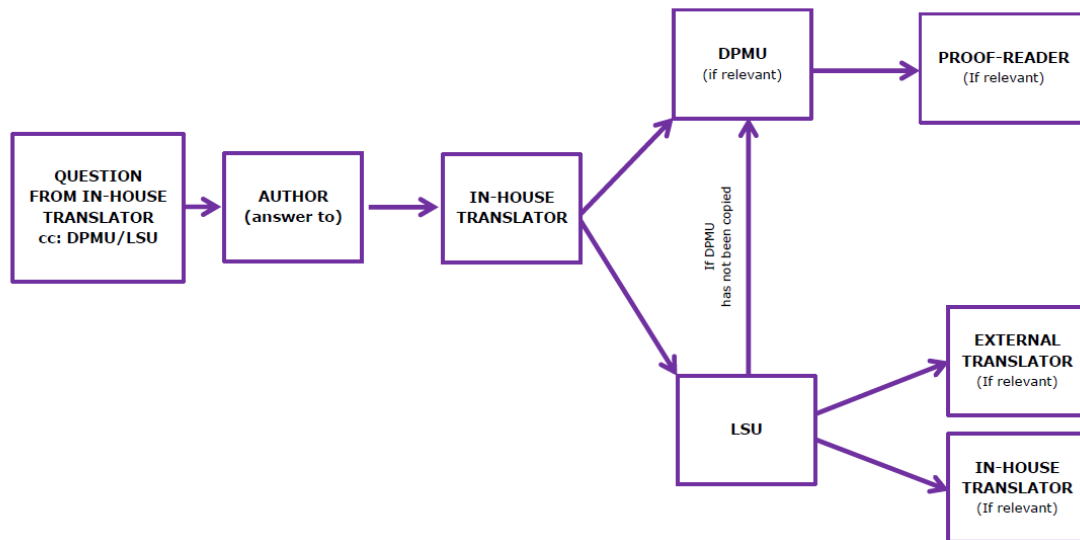
4) Click on Done and the status of the task will change to "done" like the English one.

(Tip: if you have translated all the text, you can double click on the field *Words Done* and it will automatically copy the number of words from *Words Taken*.)

## What should I do if I have a doubt with the content of my document?

In case you have a substantive doubt, you can write an email to the contact person on the Routing Sheet. You should copy our Documents and Publications Management Unit (DPMU) ([dmpu-lsp@wmo.int](mailto:dmpu-lsp@wmo.int)) and our Linguistic Services Support Unit ([lsu@wmo.int](mailto:lsu@wmo.int)) in the email. When you receive the reply, make sure that these units are also copied, and, if it is not the case, please forward the information to them so that they can inform translators of other languages.

### IN-HOUSE TRANSLATORS: QUESTIONS TO THE AUTHORS (-> except CBs – see session Google spreadsheet)



In case of doubts with session documents, you should **first** check the Google Sheet that LSU has created for the session, where all doubts and answers are registered, to see if your doubt has already been asked by another translator. If not, you can then write the contact person an email following the instructions set out in the previous paragraph. Make sure you register your question in the Google Sheet as soon as possible so that everyone knows you have already contacted the author.

## Where can I find the English original and the pre-treated texts?

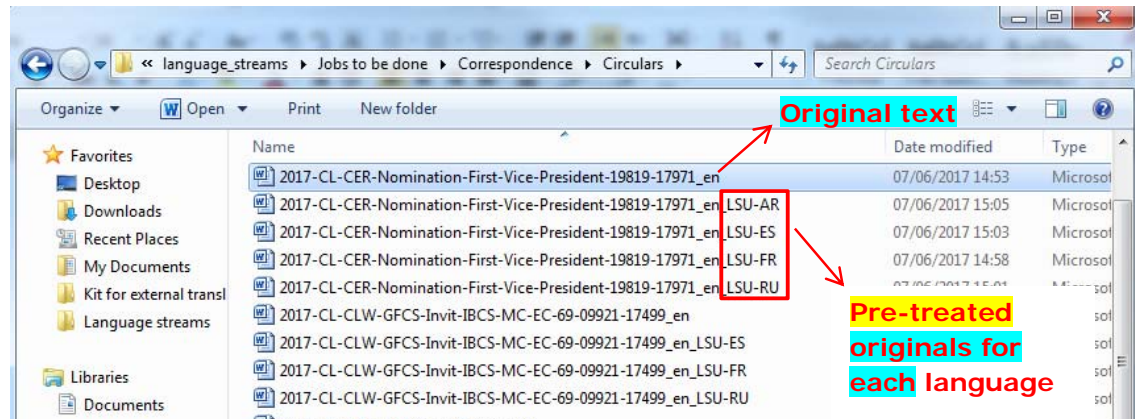
S:\language\_streams\Jobs to be done.

Then go to the corresponding category indicated on the Routing Sheet.



## What is a pre-treated text?

Pre-treated texts are the ones that have the acronym “LSU” at the end of their file name. Pre-treated text have been compared with all available translations. They show all expressions of at least 2 words found in the reference documents. (Check the “Guide for WMO MultiTrans Users” on how to deal with pre-treated texts.)



## Where can I find the templates that I need to use for my translation?

Please ask your language pool.

## Where should I save my translation?

All translations should be saved in **S:\language\_streams\YOUR LANGUAGE\Translation**. Please do not create any folder on translators' names.

## What should I do when I have finished my translation?

Once you finish your translation, make sure your file is correctly saved on the S: drive, mark the task as done in Jobsys (see p. - 5 -), take the Routing Sheet back to Antonella or to the pool and drop by Antonella's office. She will assign you a new translation.

Pools:

- Arabic: M. Mourad, offices 4J81
- Chinese: Fengqi Li or DPMU –N. Gentet/R. Mouizi, offices 4L41 and 4C42
- English: C. Cameron, office 4C44
- French: F. Julliard, office 4J58
- Russian: Y. Tsarapkina, office 4J52
- Spanish: Elena Vicente and Fabián Rubiolo, offices 4L40 and 4J60

## Where can I consult the reference material available?

At WMO we use MultiTrans. Translators have access to the web-based version. Please refer to the "Guide for WMO MultiTrans Users".

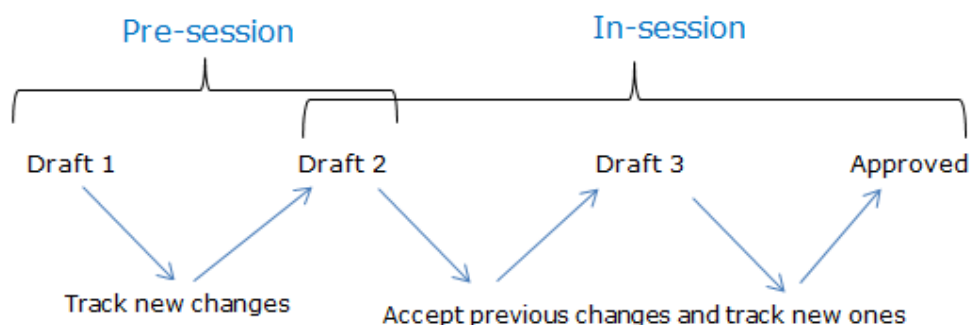
Within MultiTrans you can consult:

- **METEOREF**, where you will find previous translations, and
- **METEOTERM**, WMO terminology database.

If you need to consult a file in its original format, please go to the shared drive: **S:\linguistic\_support\REFERENCES\DOCS** where all documents are stored in read-only mode according to the specific categories.

Another useful place to look for references is the WMO E-library, which you can access via WMO website.

## In-session workflow



During constituent body meetings, translators work on different versions of the document:

- **Draft1** (pre-session): **document to be entirely translated**. You can find it in the S:\language\_streams\Jobs to be done.
- **Draft2** (pre-session/in-session): **document that has to reflect the modifications made to Draft1**. It is created using the WMO Tools tab. WMO tools will automatically activate track changes with the correct configuration so that the modifications made to the document are visible. Modifications must be visible in all languages. (Please make sure that you work on the final version of Draft1 which can be downloaded from the meeting website – see below.)
- **Draft3/Approved**: **document that has to reflect modifications made to the previous version**. It is created using the WMO Tools tab. WMO tools will automatically accept all changes from the previous version and activate track changes with the correct configuration so that the modifications made to the document are visible. Modifications must be visible in all languages. (Please make sure that you work on the final version of the previous draft.)

## Where can I find the final versions of the session documents?

On the dedicated website of each meeting.

You can see below, as an example, the website for the Executive Council (EC):

EC-69 الوثائق 文件 Documents (in English)

### Documents (in English)

1. DRAFTS FOR DISCUSSION	... 10 March	(Only documents to be discussed. Once their status changes their previous version is moved to SESSION ARCHIVE)
2. PROVISIONAL REPORT (Approved documents)	... 10 March	(All approved documents)
3. SESSION ARCHIVE	... 10 March	(All documents which have already been discussed)

## Where can I find the session template, should I need to translate a Draft 1 ?

For Arabic: S:\language\_streams\Arabic\Translation\Team work\Templates

For Chinese: There is no template, please overwrite the English

For French: S:\language\_streams\French\Text-processing\Constituent\_bodies\

For Russian: S:\language\_streams-Russian\Text-processing\Constituent\_bodies\

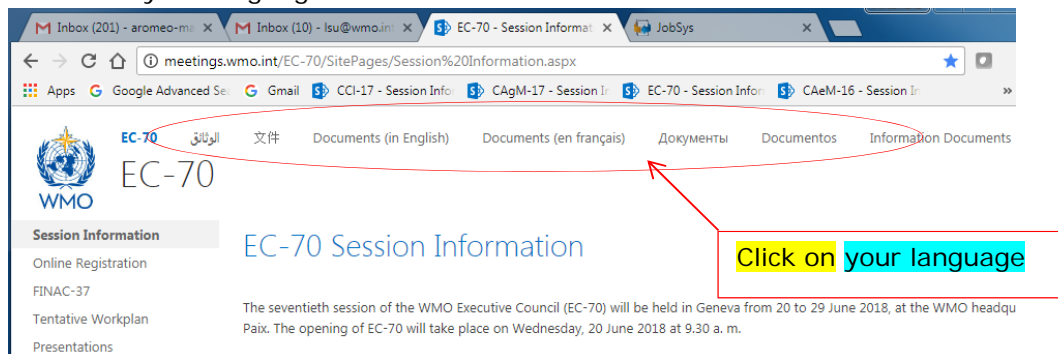
For Spanish:

S:\language\_streams\Spanish\Translation\Team\_work\REUNIONES\_Plantillas

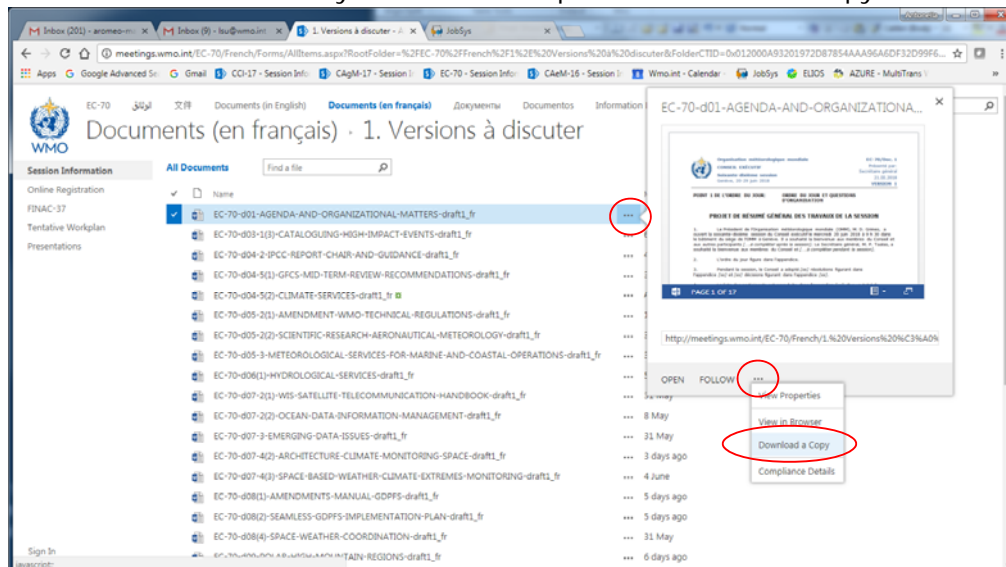
## How to create the new version of a document

Example procedure from Draft1 to Draft2 (to be followed with every new version –from Draft2 to Draft3 and from Draft3 to Final Draft, and so on).

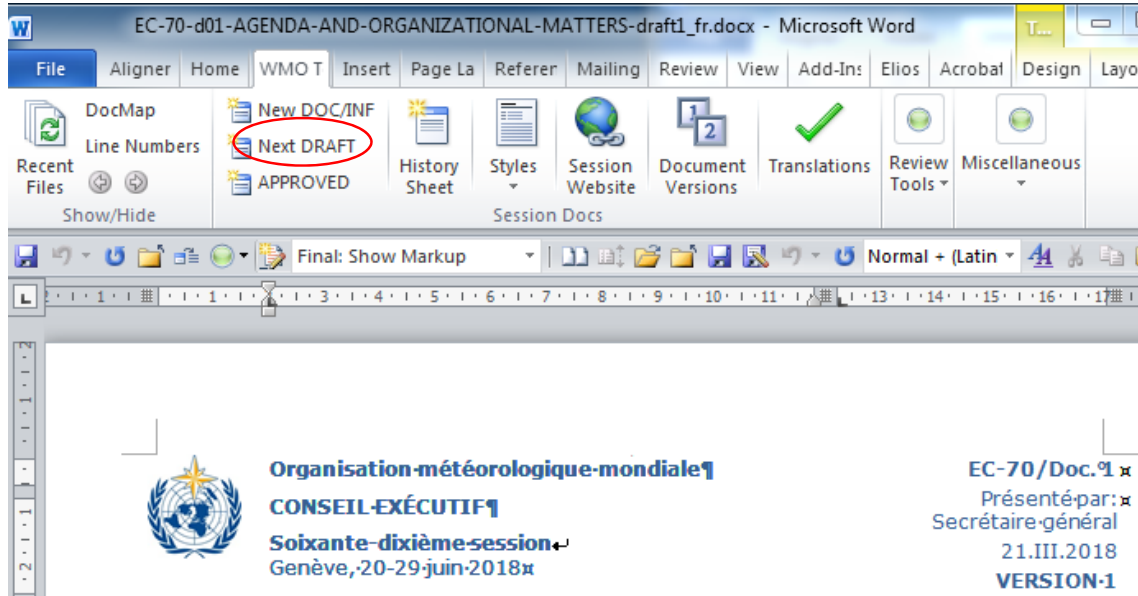
1. Go to the meeting's website.
2. Click on your language:



3. Enter folder number 1 (Drafts for discussion).
4. Locate the relevant Draft1 (that you will use to make a Draft2) and click on the three dots that appear to the right. A menu will appear. Click again on the three dots and you will see the option to download a copy:



5. Save the file wherever is convenient for you in your computer (please do not save it in your Downloads folder because WMO tools does not work from that location).
6. Open the file and on the WMO Tools tab, click on Next Draft.



You will see a message that Draft2 has been created. **This Draft 2 will be saved in the same location where you saved the Draft1.** WMO tools automatically accepts all track changes from the previous version and sets track changes with the correct configuration. **Please note that WMO tools also creates the correct file name and you do not need to edit it.** (The English original Draft2 will be in folder 1, drafts for discussion, of the English tab in the website).

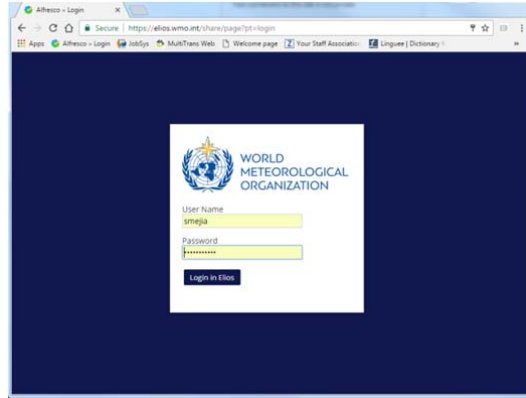
7. Immediately after, save the file in the corresponding folder of the shared S: drive. According to our example for EC-70 it would be the following location: S:\language\_streams\YOUR LANGUAGE\Translation\Constituent\_bodies\EC-70\DRAFT 2
8. Now you are ready to start working on your document. You should always work on the copy that is saved on the S: drive.

**REMEMBER:** the **final versions** of the documents are on the **session's website**.

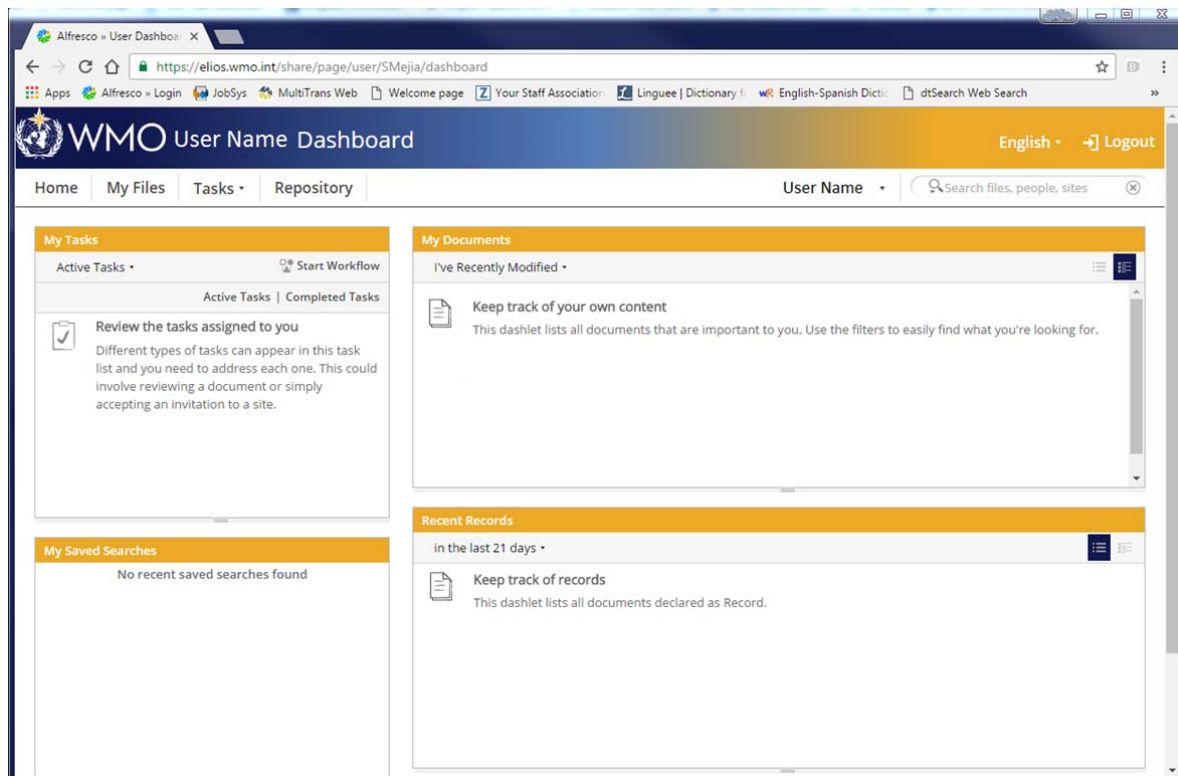
## What is Elios and how to use it

Elios is the online document management system in use at WMO, available here: <https://Elios.wmo.int>. It is where the pools upload their final versions. Translators are rather passive users, since they don't have to upload translations there. However, there are documents of interest both from our Department and from the Organization.

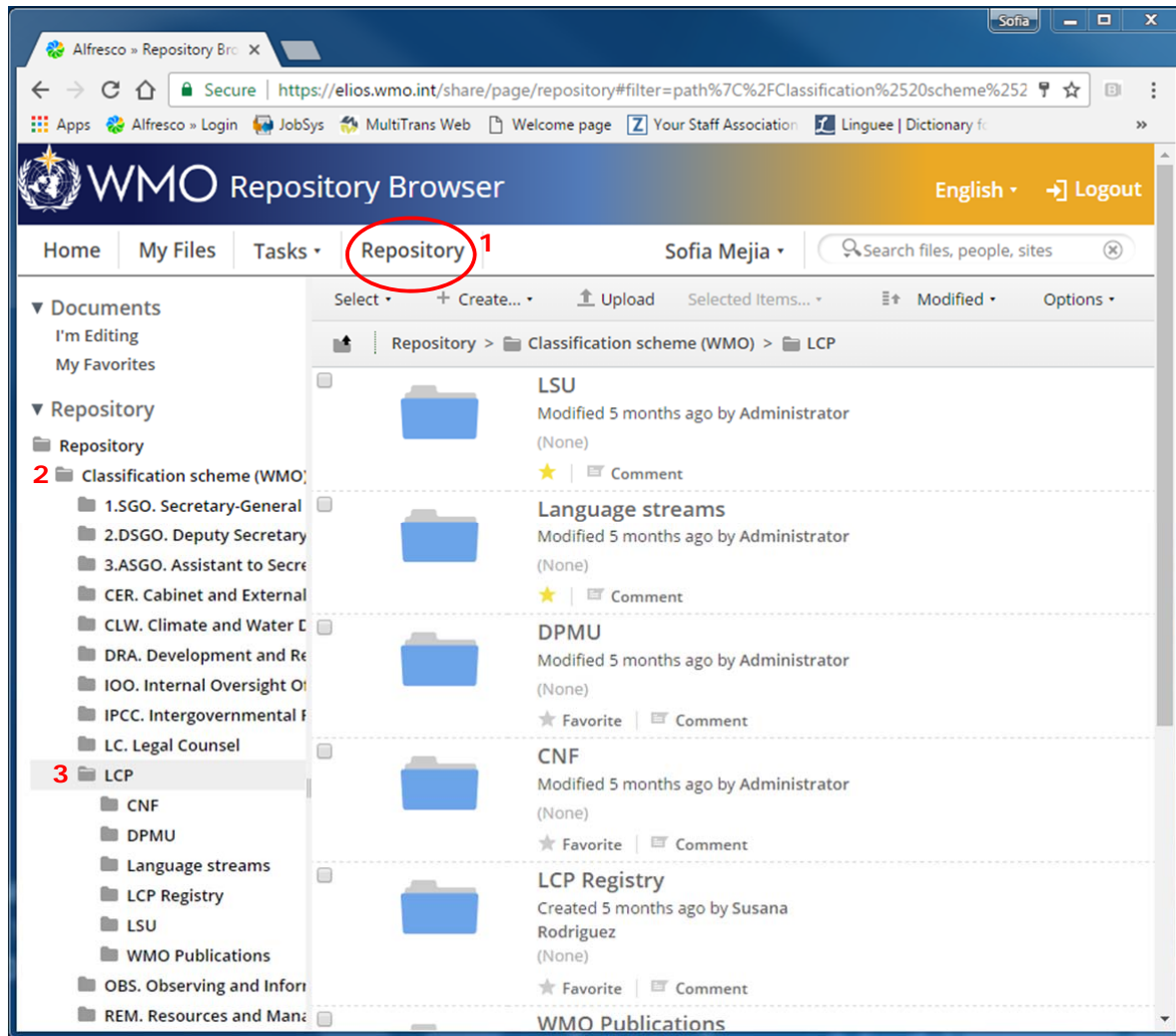
(Note: when using Chrome, you will be logged out automatically and a pop-message will appear requesting your credentials. You will note that even though you type them, you are unable to log in. In order to be able to log in, click on cancel until you see the following page, where your credentials will be accepted):



Once you log in with your WMO credentials you will see this home page:

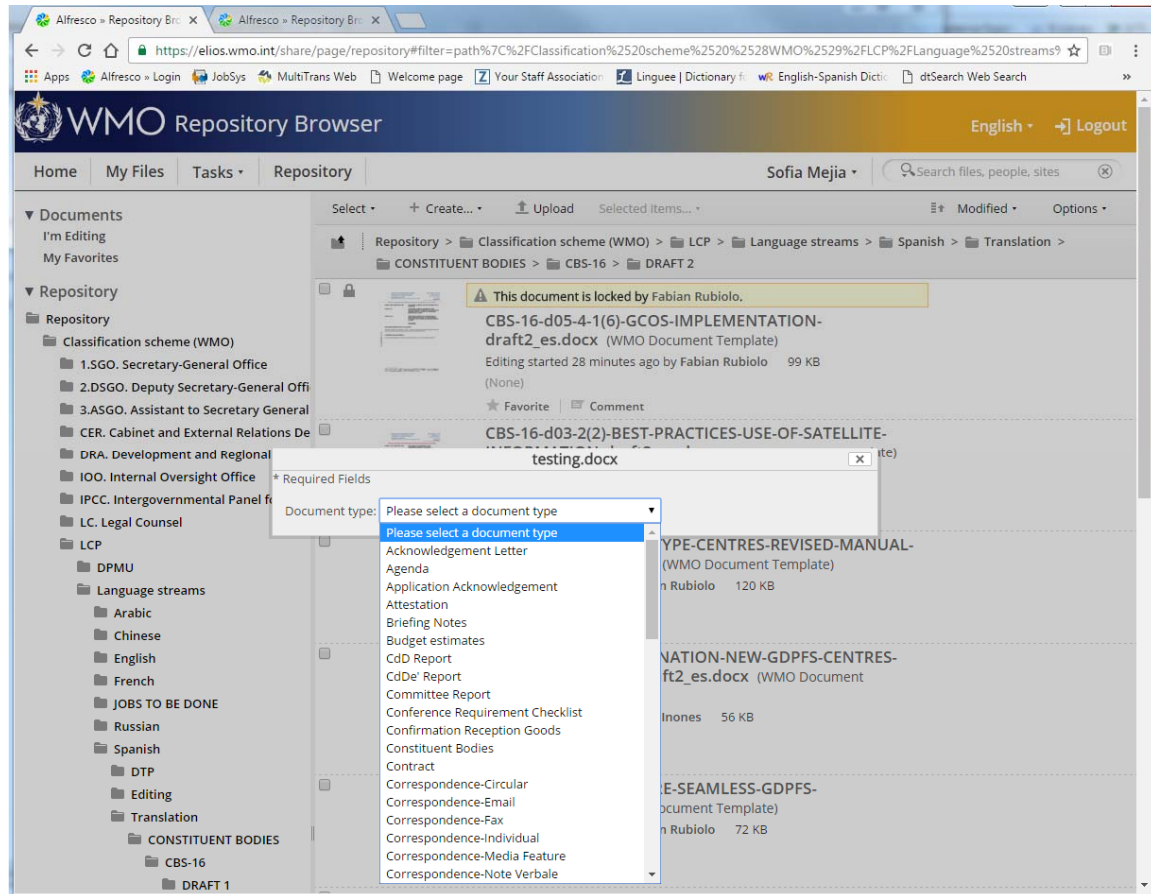


To find our Department's folder, click on Repository>Classification scheme(WMO)>LCP:



To upload a file in Elios you can drag it and drop it in the corresponding folder. You will be prompted to complete some metadata fields:

a) Select the document type according to the routing sheet you have received.





b) Complete the rest of the metadata fields as indicated below:

The screenshot shows the WMO Repository Browser metadata form for a document named 'testing.docx'. The form includes several fields with instructional callouts:

- Name:** 'testing.docx'. Callout: 'Keep the original file name and make sure the ending reflects the language ("\_ar;\_zh;\_en;\_fr;\_ru;\_es" accordingly).' (Note: The original text in the callout contains a typo 'en' which has been corrected to 'es').
- Document type:** 'Constituent Bodies'. Callout: 'Choose LCP from the drop down list.'
- Department:** 'LCP'. Callout: 'Choose LCP from the drop down list.'
- Project Identification / Reference:** '161836'. Callout: 'Type the Jobsys Job Number (available in the routing sheet).' (Note: The original text in the callout contains a typo 'Jobsys' which has been corrected to 'Jobsys').
- Subject:** '\*'. Callout: 'Insert an asterisk.'
- Status:** 'Draft'. Callout: 'Leave as is. It is the pool that creates finals.'
- Languages:** A dropdown menu with 'English', 'Français', 'العربية', 'Русский', and 'Português'. Callout: 'Choose your language.'
- Source:** 'Select'. Callout: 'Click on OK.'
- Relation:** 'Select'. Callout: 'Click on OK.'

At the bottom of the form, there are 'OK' and 'Cancel' buttons. The document information at the bottom right indicates 'draft2\_es.docx (WM O Document Template)'.

**Don't forget to contact your colleagues if you have any doubts!**

For training on how to use Elios, you will find useful files and videos in Repository>Classification scheme (WMO)>REM. Resources and Management Department>Information Management Unit>Elios Guidelines and Support.

