



# GRI Policy and Procedures on Translations

## POLICY

### General:

- GRI strives to make its core documents available to the maximum number of end-users. By prioritizing the following languages, it is estimated that the needs of approximately 75 percent of current reporters will be met: Brazilian Portuguese, French, German, Spanish and Simplified Chinese (Mandarin). Translations into other languages are subject to available funding as indicated below.
- All GRI copyright protected materials<sup>1</sup> are developed in English and the original English version remains the authoritative version.
- Translations of GRI copyright protected materials can only be done with prior permission from GRI. GRI does not endorse translations of its materials performed without obtaining appropriate advance permission from GRI.
- GRI only works with professional (paid) translators and only allows for in-kind translations on an exceptional basis.
- Layout of translated GRI documents should be done by (paid) layout professionals.

## Funding

- With the exception of specific (donor funded) projects, GRI does not have funds available to translate its materials and therefore relies on sponsorship in this respect.
- Sponsorship for funding of a translation of GRI copyright protected materials should cover all costs related to professional translation, layout and coordination.

## Procedures

*Applying to sponsor a translation of GRI copyright protected materials*

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<sup>1</sup> See the GRI website for the GRI Trademark and Copyright Policy.

- For some strategically important materials/languages, GRI actively seeks sponsorship. In other cases interested parties can approach GRI's Servicesdepartment<sup>2</sup> to apply to sponsor a translation of GRI copyright protected material into specific language(s).
- Should GRI and the relevant interested party (parties) come to an agreement, this will be formalized with a Letter of Agreement (LoA) between the parties, where roles and responsibilities, including financial commitments of the sponsor, are clearly defined.

*In addition, the following applies in the case of Due Process (Standard) documents*

Translations of all documents developed following GRI's Due Process (Standard documents) must undergo a reviewing process as further defined below:

- For translations of GRI Standards a panel of Peer Reviewers must be established. [Click here](#) to find out details of the Term of Reference for Peer Reviewers of the Guidelines.

Other Standard documents (i.e. Sector Disclosures)

- For translations of other Standard documents (i.e. Sector Disclosures) a full Peer Review panel is not required and it is sufficient to request one of the members of the relevant Guideline Peer Review panel to review disclosure related parts to ensure consistent use of terminology.

For questions please write to: [translations@globalreporting.org](mailto:translations@globalreporting.org)

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<sup>2</sup> Translations@globalreporting.org.