

11th MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Manta, Ecuador, 25, 26, 27, & 30 January 2024

FAC 11 – Doc 14

Financial and Administrative Implications of Providing Spanish Language Support

Secretariat

Background

Following the tasking of the Commission ([COMM11-Report, para 74](#)), this document presents the information gathered by the Secretariat regarding the financial and administrative implications of providing simultaneous interpretation in English and Spanish at Scientific and Commission meetings, and making official documents of SPRFMO available to Members and CNCPs in Spanish as well as English, as proposed by COMM11-WP16_rev1 *Proposed Decision regarding Language*.

FAC11 is invited to:

- **Note** this paper and the associated cost estimates provided by the Secretariat;
- Develop any **recommendations** it deems necessary for further consideration by the Commission.



1. Introduction

At the 11th SPRFMO Annual meeting (February 2023), Ecuador presented a proposal to the Commission seeking to guarantee that, in the future, simultaneous interpretation in English and Spanish be provided at Scientific Committee and Commission meetings, and that official SPRFMO documents are made available to Members and CNCPs in Spanish as well as English. Ecuador developed, and the Commission discussed, a Working Paper (COMM11-WP16_rev1), which led to the Secretariat being tasked with preparing a paper, to be presented at the 12th Annual Meeting of the Commission, which contains the financial and administrative implications of this proposal.

2. Current Status

Rule 10 of the [SPRFMO Rules of Procedure](#) specifies that:

- “1. English shall be the official and working language of the Commission and its subsidiary bodies but, if desired, any other language may be used, on condition that persons doing so will provide interpreters.*
- 2. The Commission shall produce official Chinese, French, Russian and Spanish translations of the texts of the Convention, Rules of Procedure, Financial Regulations and any other documents as the Commission may decide”.*

SPRFMO currently has 17 Members and 2 Cooperating non-Contracting Parties (CNCPs). Out of the 17 Members, five have Spanish as official language (Chile, Cuba, Ecuador, Panama, Peru) and three have Spanish as either a language with official status (Belize, the European Union) or as the second most widely spoken language (United States). None of the current CNCPs has Spanish as an official or secondary language.

Translation of official documents

In the spirit of paragraph 2 of Rule 10 of the Rules of Procedure, [unofficial translations](#) of the following official documents have been produced:

- [Convention text in Spanish](#). Produced by the Government of Chile through the Undersecretariat for Fisheries and Aquaculture.
- [Convention text in Simplified Chinese](#). Produced by the Translation and Interpretation Programme of the RMIT University.
- [Convention text in Traditional Chinese](#). Produced by the Translation and Interpretation Programme of the RMIT University.
- [Conservation and Management Measures \(CMMs\) in Spanish](#). Produced by the Government of Chile through the Undersecretariat for Fisheries and Aquaculture.

Under the framework of the Memorandum of Understanding between the Secretariat and RMIT, the Secretariat has engaged in the coordination of translations, but not in the translation process itself.

Simultaneous interpretation at SPRFMO meetings

Historically, simultaneous English-Spanish interpretation has been provided at every meeting of the SPRFMO Commission (this includes annual meetings of the Finance and Administration Committee, FAC, and the Compliance and Technical Committee, CTC). In contrast, no interpretation is considered for the annual meeting of the Scientific Committee or any intersessional meetings of the Commission or its subsidiary bodies.

The cost of the service has so far been borne by the meeting host on a voluntary basis, noting that there is no official requirement for this service to be provided at meetings, but there is an implicit expectation for it to be provided. Interpretation has not been included as an item or subitem of the annual budget.



3. Implications

Translation of official documents and communications

The following table provides an estimation of costs for translation of official documents that are currently available only in English. This estimate is based on the cost of translation of current documents as they stand as of December 2023 and does not consider translation of superseded versions or archived information. The price of translation per page is calculated at an average of NZD \$45 for published documents, whereas the estimation for translation of the website has been obtained from an automatic translation service (refer to Annex 1 for automated quotes).

Document/ piece of work	Status/Estimated translation cost
SPRFMO Convention	Unofficial translation available
SPRFMO Rules of Procedure	\$ 360
SPRFMO Financial Regulations	\$ 675
Conservation and Management Measures	Unofficial translations available¹
Staff Regulations	\$ 810
Secretariat Security Standards	\$ 90
Policy for secondments and internships	\$ 180
Decisions 01 to 16 (28 pages in total)	\$ 1 160
General letters in a year (average, 1.5 pages)	\$ 12 150
Restricted letters (average, 1.5 pages)	\$ 1 215
Direct Letters <i>as required</i> (average, 1.5 pages)	\$ 2 295
Website skeleton translation (466 public pages) (automatic translation + proofreading)	\$ 12 500
Meeting report COMM11 no annexes (17 pages)	\$ 765
Meeting report CTC10 with annexes (31 pages)	\$ 1 395
Meeting report FAC10 with annexes (24 pages)	\$ 1 080
Meeting report SC11 with annexes (100 pages)	\$ 4 275
Total cost (NZD\$)	NZD\$ 39 050

The CMMs are generously translated into Spanish every year by the Government of Chile and posted on their website. This is why the table above does not consider the CMMs as documents to be included in the budgeting of the proposal; however, if Chile were to stop producing these unofficial translations, the Commission would need to consider the allocation of funds for the translation of CMMs. If the translation of CMMs is to be considered, the estimated cost would be around **NZ\$ 12,510**, for 278 pages (CMMs in place in 2023).

Even though there currently are professionally translated versions of some official SPRFMO documents, they have not been certified/officialised, and are therefore labelled “UNOFFICIAL” whenever they are shared. Certification processing times and costs have not been explored for the purpose of this document.

Once the documents are initially translated, then the load of work moving forward tends to stabilise as it relates to regular updates and translation of more dynamic materials (communications, website updates, reports, etc) but that work is required throughout the year, so, if outsourced, the cost will depend on the number of documents produced for distribution –the fact that SPRFMO has no precedent for this work, makes providing a more accurate estimate difficult.

The way in which other organisations address sustained translation costs varies. IOTC, for example, includes translation (outsourced) into their budget (between NZ\$ 110,000 and NZ\$ 175,000 per year), and so does ACAP (around NZ\$ 17,500). CCAMLR, on the other hand, has full time professional translators as part of their staffing structure. IATTC has a full-time professional translator employed as a translation coordinator, who maintains and manages a pool of outsourced translators hired for each specific body of work.

¹ Produced by the Undersecretariat for Fisheries and Aquaculture (SUBPESCA) of the Government of Chile, free of charge and advertised on the SPRFMO website on the [Unofficial translations](#) webpage.



Simultaneous interpretation at SPRFMO meeting

According to quotes obtained by the Secretariat (some compiled in Annex 2) and the cost of interpretation organised for past meetings, the table below shows the estimated cost range for simultaneous interpretation at SPRFMO annual meetings:

Meeting	Duration (nr of meeting days)	Estimated costs range (NZD\$)
Commission, CTC, FAC annual meeting	10 days	26 796 – 40 496
Scientific Committee meeting	5 days	24 073 – 30 640
Total cost range		NZD\$ 50 842 – 71 136

It is important to note that these estimates also vary largely depending on location of the meeting, availability of experienced translators – particularly for SC meetings– at or near the location of the meeting, and associated travel and accommodation costs.

Administrative Implications

Where translation is concerned, the administrative implications mainly relate to reorganising internal processes and adjusting expectations regarding times and deadlines. Translation requires time and this needs to be considered when documents are requested for circulation.

If requiring meeting documents to be available in two languages, then the submission times need to be updated to fit the translation process as well. Additionally, the pace at which documents are produced during SPRFMO meetings is fast and translation of working papers and revisions of documents should also be considered.

Some of the items that would require updated processes and timeframes include:

- Timeframe for submission of meeting documents
- Timeframe for revision of meeting documents during meetings
- Timeframe for report circulation
- Timeframe for technical editing processes
- Timeframe for Circulation of communications

A professional translator can translate in average 10 pages a day (at ~300 words per page). That figure can increase if translation technologies or AI are used to assist the task.

FAC11-Doc14 Annex 1
Website translation quotes



Translation Quote Report



Website URL:

<https://www.sprfmo.int/>

Source Language:

English

Target Language:

Spanish

Service:

Automatic Translation + Proofreading

Date:

6 Dec, 2023

Terms of Service:



GRAND TOTALS

Total Pages

Total Words

Total Languages

466

95884

1

Language

Price Per Word

Total Price

Spanish

\$ 0.05

\$ 4794.2

TOTAL**\$ 4794.2**** Minimum order price per language is \$100*

FAC11-Doc14 Annex 2
Quotes for interpretation at SPRFMO meetings (COMM
and SC)

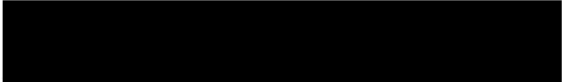


For the attention of
 Susana Delgado
 South Pacific Regional Fisheries Management
 Organisation
 NEW ZEALAND



Summary Estimated Costs Annual meeting 9 and 10 day option

Your reference no. Estimated Costs Annual meeting 9 and 10 day option
 Language pair(s) EN-AU » ES-ES
 Service Conference Interpreting with Equipment



Note:

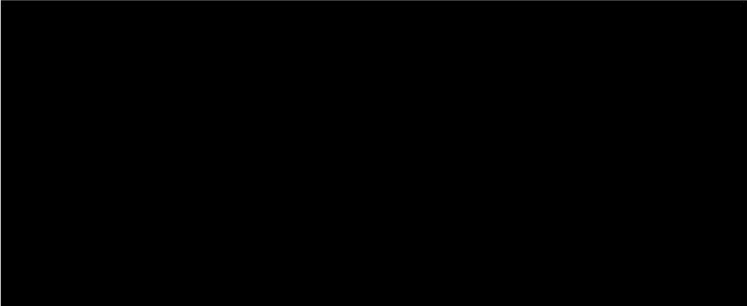
Provision of estimated costs for the following:

- Interpretation (English-Spanish) for a 9-day annual meeting (which includes the Commission, Finance and Administration Committee, and Compliance and Technical Committee –noting these also occur once a year in any of the Member or CNCP countries.
- Interpretation (English-Spanish) for a 10-day annual meeting (which includes the Commission, Finance and Administration Committee, and Compliance and Technical Committee – noting these also occur once a year in any of the Member or CNCP countries.

*All travel costs are estimated and will be based on availability at time of booking

TOTAL AUD 71,920.00

For details including terms and conditions see following pages



[REDACTED]

28 de octubre de 2023
CAR-56-23

[REDACTED]

Estimada Licenciada:

En seguimiento a nuestras recientes comunicaciones, me complace por este medio presentar la siguiente oferta de servicios.

La decimosegunda reunión de la Organización Regional de Ordenación Pesquera del Pacífico Sur se realizará de nuevo en la ciudad de Manta del 23 de enero al 2 de febrero del próximo año. Los días 27 y 28 de enero serán libres. Durante la reunión, un grupo de unas 150 personas requerirá interpretación simultánea español-inglés e inglés-español con un horario de trabajo estimado de 09h00 a 18h00.

Nuestra empresa está en la mejor disposición de brindar dichos servicios por la suma de US\$16.800,00. Este monto incluye 150 receptores inalámbricos multicanal, el equipo de transmisión relacionado, la grabación digital del audio original, dos intérpretes con amplia experiencia en el tema y los servicios de un técnico especializado quien será responsable de la instalación, operación, mantenimiento y retiro de nuestros equipos.

Los organizadores cubrirán los costos de nuestro transporte aéreo San José – Manta ida y vuelta, dos maletas por persona, el transporte terrestre del aeropuerto de Manta al hotel y viceversa, así como el hospedaje (3 habitaciones individuales en el hotel de la reunión del 22 de enero al 3 de febrero) y las comidas de nuestro personal durante la estadía. Igualmente gestionarán con el hotel el sistema de micrófonos y amplificación de audio en la sala.

Sin más que agradecer la oportunidad de servirles nuevamente, y en espera de sus noticias al respecto, la saluda

Muy atentamente,

[REDACTED]

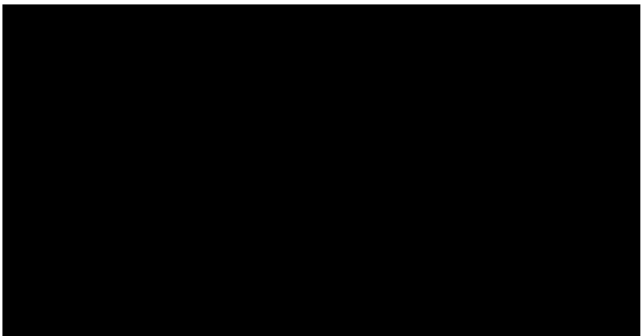
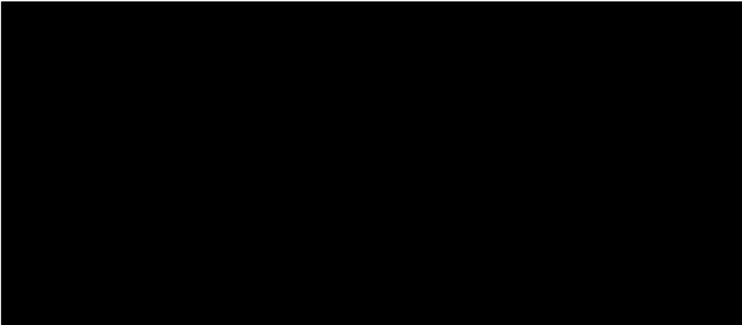
Interpretación simultánea



CONTRACT

1. The [REDACTED] [REDACTED] will be hosting the [REDACTED] Meeting of the Commission for the South Pacific Regional Fisheries Management Organization in [REDACTED] [REDACTED]. For the Commission meeting, some 150 participants will require Spanish-English and English-Spanish simultaneous interpretation services;
 2. [REDACTED] will provide such services for the sum of US\$24,380.00 (twenty-four thousand three hundred and eighty US dollars). This amount includes two professional simultaneous interpreters, the rental of 200 headsets and relevant transmission equipment (as indicated in attached photographs) to meet the interpretation needs in plenary sessions (Kingston Ballroom) and well as in Heads of Delegation meetings (Hobson Room), the set up, operation and removal of all equipment property of [REDACTED] [REDACTED] and the per diems and transportation of [REDACTED] staff to and from the meeting venue;
 3. [REDACTED]
 4. [REDACTED]
 5. [REDACTED]
- [REDACTED]





Quote # 40886

For the attention of
Susana Delgado
South Pacific Regional Fisheries Management
Organisation
NEW ZEALAND

Sales person

Summary Estimated Costs Scientific meeting 5 or 7 day option

Your reference no.	Estimated Costs Scientific meeting 5 or 7 day option		
Language pair(s)	EN-AU » ES-ES		
Service	Conference Interpreting with Equipment		

Note:
Provision of estimated costs for the following:
-Interpretation (English-Spanish) for a 5 day scientific meeting, noting these occur once a year in any of the Member or CNCP countries.
-Interpretation (English-Spanish) for a 7 day scientific meeting, noting these occur once a year in any of the Member or CNCP countries

*All travel costs are estimated and will be based on availability at time of booking

TOTAL AUD 50,640.00

For details including terms and conditions see following pages

