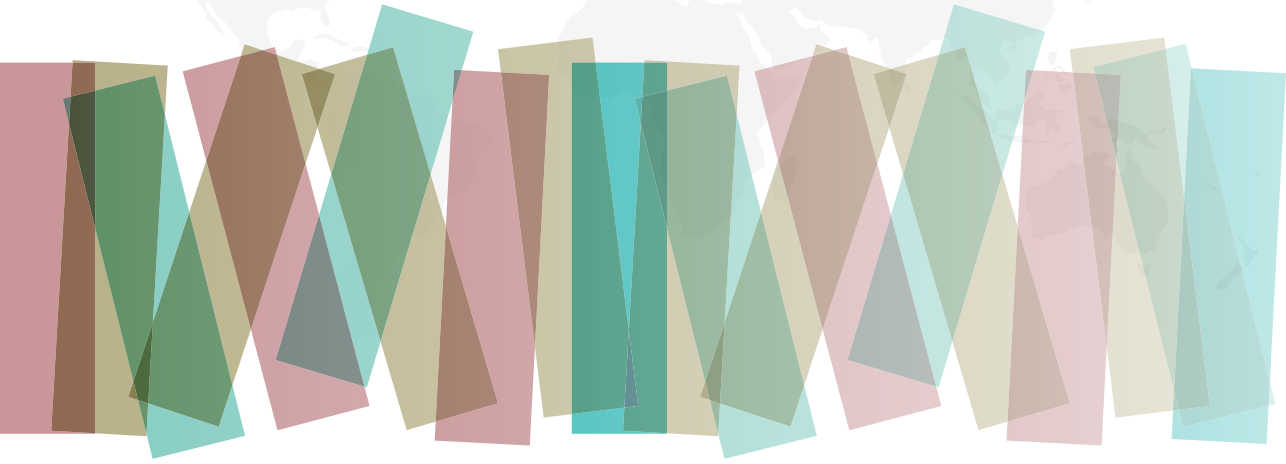


إيسيسكو
ICESCO

Translation and Publishing Center

Action Plan

2024 - 2025



مركز الترجمة والنشر
Centre de Traduction et de Publication
Translation and Publishing Center





Translation and Publishing Center

Action Plan

2024 - 2025



مركز الترجمة والنشر
Centre de Traduction et de Publication
Translation and Publishing Center



Table of Contents

Introduction	6
Vision	8
Mission	8
Values	9
Objectives	10
Divisions	11
Stakeholders	25
Organizational Structure	26
Funding	27
Marketing Strategy	27
Timeline	28
Expected performance based on SWOT analysis	30
Performance Indicators	34
Conclusion	37
Appendix 1: Guidelines	38
Appendix 2: Human Resources	40
Appendix 3: Potential Partners	41



Introduction

Amid the rapid transformations in technology and communication across the world, linguistic and cultural diversity has become one of the greatest assets that can be leveraged to enhance understanding among people. As interactions between societies increase, the need emerges for a linguistic bridge through which knowledge and sciences can be transferred across different cultures.

The role of the ICESCO Center of Translation and Publishing lies in serving as a central tool to facilitate this exchange, aiming to transfer and share knowledge among Muslim countries and the rest of the world. This exchange strengthens bonds, deepens mutual understanding, enriches accumulated knowledge, and enables its development to serve humanity.

According to Internet World Stats, Arabic ranks fourth among the most widely used languages on the internet, with Arabic speakers making up approximately 5.2% of global internet users. However, the volume of Arabic content online does not reflect this figure, as Arabic content constitutes only around 0.6% of global digital content. This reveals a clear gap between usage and knowledge production in the digital domain.

English, on the other hand, reigns supreme in the global digital space without challenge. It is used by more than 25% of internet users, and English-language content accounts for approximately 51% of global digital content, highlighting the dominance of this language in the digital sphere.

French ranks ninth in terms of usage on the internet, with about 3% of global users speaking it. The volume of French-language digital content amounts to around 4.3% of global content, showing a relatively balanced ratio between usage and content production.

UNESCO reports indicate that global scientific publishing is also overwhelmingly dominated by English, which accounts for more than 80% of global scientific publications, particularly in major indexed databases such as Scopus and Web of Science. In contrast, Arabic faces challenges in scientific publishing, with Arabic-language research representing only 1% of global publications. French comes in second with 4-5% of scientific publications, albeit far behind English.

According to UNESCO's Translation Index, books translated from English ranks first, followed by French in second place, while Arabic ranks seventeenth. In terms of the number of books translated into these languages, French ranked second, English fourth, and Arabic twenty-ninth. The Organization estimated the number of books published this year at approximately 2,300,000 books.

This significant disparity among the three languages in digital and academic publishing underscores the urgent need to enrich knowledge production in these languages. With this objective, the ICESCO Center of Translation and Publishing aims to support and promote the publishing of content in Arabic, English, and French, creating a balance that meets the needs of the Member States.

The Center's vision is to develop strategies that ensure the growth of knowledge and scientific content in these three languages, both digitally and academically, fostering communication between different cultures and promoting sustainability in knowledge dissemination.

In light of the attention ICESCO accords to anticipating future trends and responsiveness to the inevitable global developments—in light of the ever-changing world of artificial intelligence—the Center of Translation and Publishing undertakes to capitalize on modern applications and software, in conformity with the Organization's vision and objectives, thus allowing the Center to play a leading role in enriching science, culture, and innovation. This also strengthens ICESCO's communication channels, fostering interactions that transcend linguistic and cultural barriers.



Vision

To transform ICESCO into a global hub for translation, publishing and knowledge transfer.



Mission

Facilitating dialogue and interaction among peoples through translation and publishing to promote shared human values, preserve the cultural and civilizational identity, achieve mutual understanding, and contribute to the development of the Member States' societies.



Values



Quality

Upholding the highest standards of quality across all stages of translation, publishing, design, and printing, in accordance with international standards ISO 9001, 17100, and 18587, to ensure governance, accuracy, and reliability of translated and published content. In addition to compliance with ISO 12647 for print quality control and ISO 15930 for print-ready file preparation, to guarantee a professional and high-quality final output.

Professionalism

Upholding team spirit, meeting deadlines, and maintaining high levels of confidentiality, integrity, precision, and responsibility to earn the trust of beneficiaries.

Coexistence

Respecting and appreciating cultural and linguistic diversity.

Innovation

Employing cutting-edge technologies and best practices to provide innovative services.

Cooperation

Building strategic partnerships with the Organization's sectors and departments, as well as relevant regional and international bodies, to exchange knowledge and enhance resources.

Sustainability

Upholding sustainable practices in all aspects of work to achieve sustainable development.



Objectives

The Center seeks to promote cultural and intellectual communication among ICESCO Member States, as well as between these States and the broader international community through translation, publishing, design, and printing. To this end, it focuses on several key objectives, notably:

a

Contributing to the fulfillment of ICESCO's global vision and mission through translation, publishing, design, and printing.

Promoting intercultural and inter-civilizational dialogue through translation and publishing, and supporting this role with high-quality designs and prints that reflect the Organization's cultural diversity.

b

c

Preserving the heritage of the Member States by re-translating seminal works whose original versions have been lost, and ensuring their production is done professionally in compliance with modern printing requirements and quality standards so as to ensure their conservation and accessibility for future generations.

Enriching the scientific and cultural content of ICESCO library through purchasing publications and manuscripts, providing sources, in addition to designing and publishing them according to modern visual production techniques that support the achievement of the Organization's objectives;

d

e

Promoting cooperation and coordination by establishing communication with regional and international translation centers, libraries and design, printing, and publishing houses to exchange experiences and build partnerships in translation, publishing, and design;

Contributing to the training and capacity-building of translation, publishing, design, and printing staff by holding training activities, organizing professional and academic conferences, forums, seminars and workshops;

f

g

Representing ICESCO in conferences, events and meetings related to the Center's mandate, including translation, publishing, design and printing.

Divisions

1. Translation Division





1.1. Quality Assurance Processes in Translation

Translation undergoes the following precise and structured processes that ensure the quality of the target text:

a. Source text analysis

Analyzing internal and external textual factors, such as contextual, linguistic, cultural and disciplinary analysis, etc.

b. Terminology harmonization

Ensuring consistency of the content through avoiding the use of multiple terms to refer to the same concept, and creating a unified guide to list frequently used terms.

c. Translation

Observing accuracy, faithfulness and proficiency in conveying and reflecting the source text's meaning, style and cultural nuances in the target text.

d. Proofreading and editing

Editing and proofreading the translation for context, terminology, linguistic and grammatical structures, cultural nuances, as well as style and punctuation.

e. Adjusting layout

Adjusting the layout of the target text to the source text and refining the final output.

f. Feedback

Following up on the quality of the translation after delivery, and seeking the feedback of the beneficiaries on the translation quality, and their degree of satisfaction with the final output.





2. Design and Printing Division

The Design and Printing Department is one of the core divisions of the Translation and Publishing Center, playing a pivotal role in transforming translated and authored content into fully integrated and visually appealing materials, whether in the form of printed publications or digital media. The department aims to deliver innovative and professional designs that align with international standards in publishing and visual communication

2.1. Division Units



1. Graphic Design Unit: Responsible for overseeing the design and production of visual materials for various publications, including books, magazines, reports, and promotional content. The unit focuses on developing visual identities and creative designs for the organization's projects.



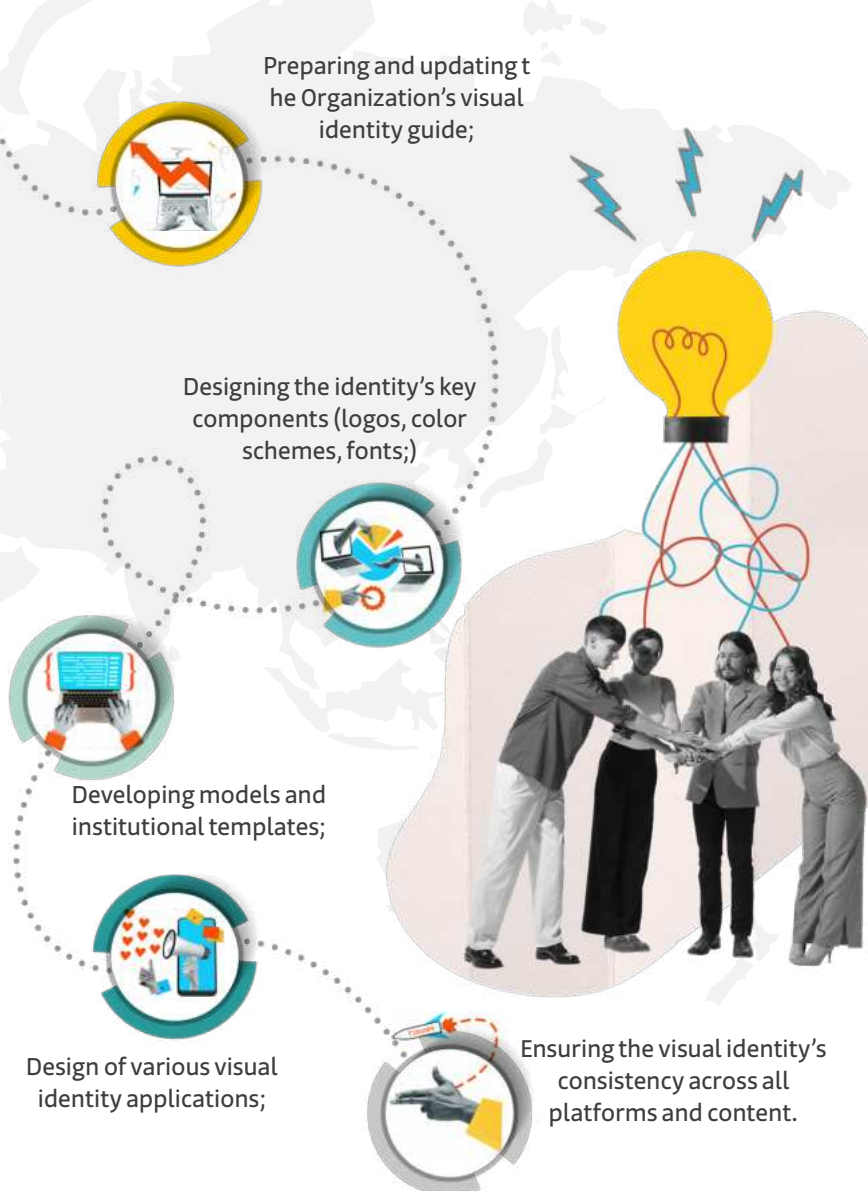
2. Printing Unit: Responsible for overseeing printing operations and coordinating with various departments to ensure the production of high-quality materials. The unit keeps up with the latest printing technologies and applies them to achieve the highest standards of precision and excellence.

2.2. Design and Printing Division Services

The Design and Printing Department offers a wide range of services to ensure the production of high-quality visual content that aligns with international publishing and design standards. These services include:

Graphic Design Services

• Developing the Organization's visual identity:



• Print Design



Designing books, scientific, and cultural journals;

Designing informational pamphlets and leaflets;

Designing educational and training content;

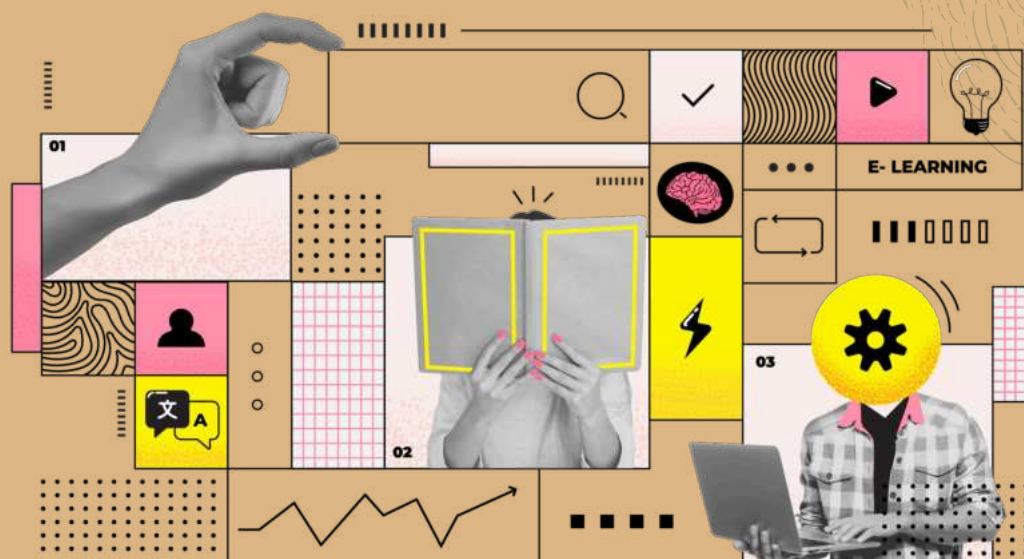


Preparing annual and periodic reports;

Designing awareness brochures and booklets.

• Digital and Interactive Design

- Creating designs for digital platforms;
- Producing multimedia visual content.



• Printing and Media Production Services:



Overseeing printing operations and coordinating with service providers to ensure compliance with the highest quality standards;

Selecting appropriate printing materials and substrates in line with the nature of the publications;

Ensuring consistency between design and translated or authored content;

Carrying out printing operations using the latest technologies, such as digital printing.

• Improving Printing and Graphic design Quality:

- Using the latest printing technologies and continuously monitoring their quality;
- Reviewing prototype samples before the final printing to ensure compliance with the relevant standards.
- Ensuring color accuracy and visual consistency in all printed editions.



Quality Policies in the Design and Printing Division

The Design and Printing Division adopts an integrated quality management system based on international standards and relies on a comprehensive methodology that ensures excellence and mastery at all stages. These policies can be detailed as follows:

Commitment to Global Quality Standards

The Design and Printing Division is committed to applying global quality standards across all its operations by adopting and implementing the following:

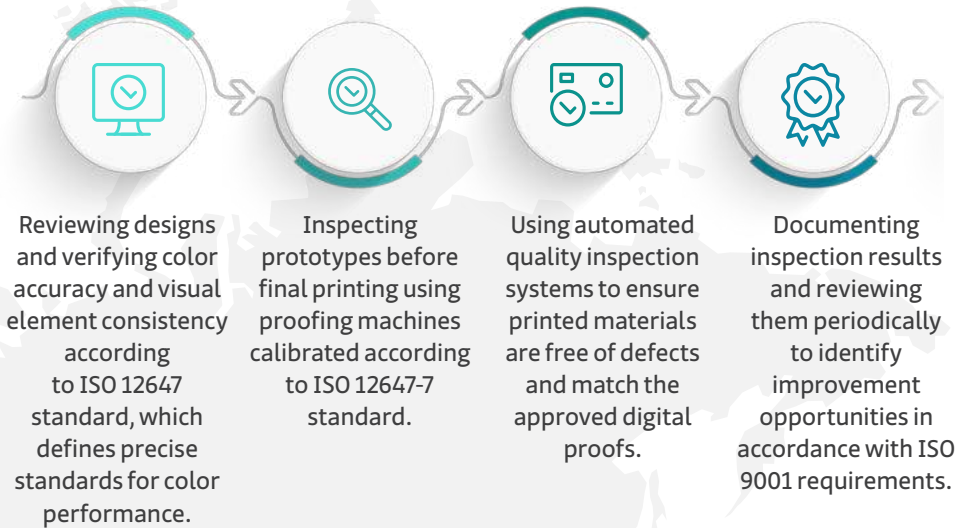
- ✓ **ISO 9001 Quality** Management System Standard, which ensures the execution of processes according to an integrated institutional methodology that includes planning, implementation, monitoring, and continuous improvement.
- ✓ **ISO 15930 Standard** to guarantee the preparation of print-ready PDF/X files that comply with the technical requirements for professional production.
- ✓ **ISO 12647 Standard** for color control and printing processes, which ensures color accuracy, consistency, and matching between the digital and printed copies.

The Division works on periodically reviewing and updating its procedures to ensure compliance with the latest versions of these standards, using color calibration devices and advanced color management systems to achieve high levels of accuracy and consistency.



2.3. Quality-Control Procedures

All stages of design and printing are subject to a strict quality control process, which includes:



Professionalism and Team Competence

The Division places great emphasis on developing the skills of designers and printing technicians through continuous training programs in the latest design, art production, and printing technologies. This ensures keeping pace with the latest developments in the field and delivering products with a distinct creative character.



Employing the Latest Technologies in Design and Printing:

The Division utilizes the latest specialized software in graphic design and art production, in addition to printing technologies. It invests in cutting-edge technologies to ensure production quality, including:

- Specialized software for graphic design and art production that supports ISO 15930 standard for preparing print-ready files.
- Color management systems compliant with ISO 12647 standard to ensure color accuracy and consistency at all stages of production.
- Advanced digital printing technologies that enable precise color calibration and adjustment in accordance with the requirements of ISO 12647-2 standard.
- Sophisticated color measurement and analysis devices to ensure the final outputs match the digital files.

Confidentiality and Data Security:

The Division is committed to protecting copyright and the confidentiality of the content it works on by implementing strict data protection policies, adopting secure storage systems, and ensuring the confidentiality of all projects and

designs. Furthermore, all staff members in the Division pledge to maintain the privacy of information and not share it with unauthorized parties.

Continuous Improvement and Innovation:

The Division adopts a continuous improvement methodology, as part of ISO 9001 standard requirements, and that is achieved by:

- Conducting periodic reviews of production quality and operational processes to identify improvement opportunities.
- Analyzing feedback and comments from beneficiaries to enhance the level of services provided.
- Developing key performance indicators (KPIs) to measure compliance with quality standards and identify areas for development.
- Continuously investing in training human resources on the latest design and printing technologies according to international standards.
- Performing regular tests and benchmark comparisons to ensure outputs conform to the required specifications in accordance with ISO 15930 and ISO 12647 standards.



Risk Management

The Division applies a proactive approach to identifying risks that may affect the quality of designs or printing processes, such as color compatibility issues, technical malfunctions, or supply delays. It works on developing contingency plans to address any challenges that may arise during workflow. By relying on modern equipment, such as label printers and laser cutting machines, production errors are minimized, ensuring smooth and efficient workflow.

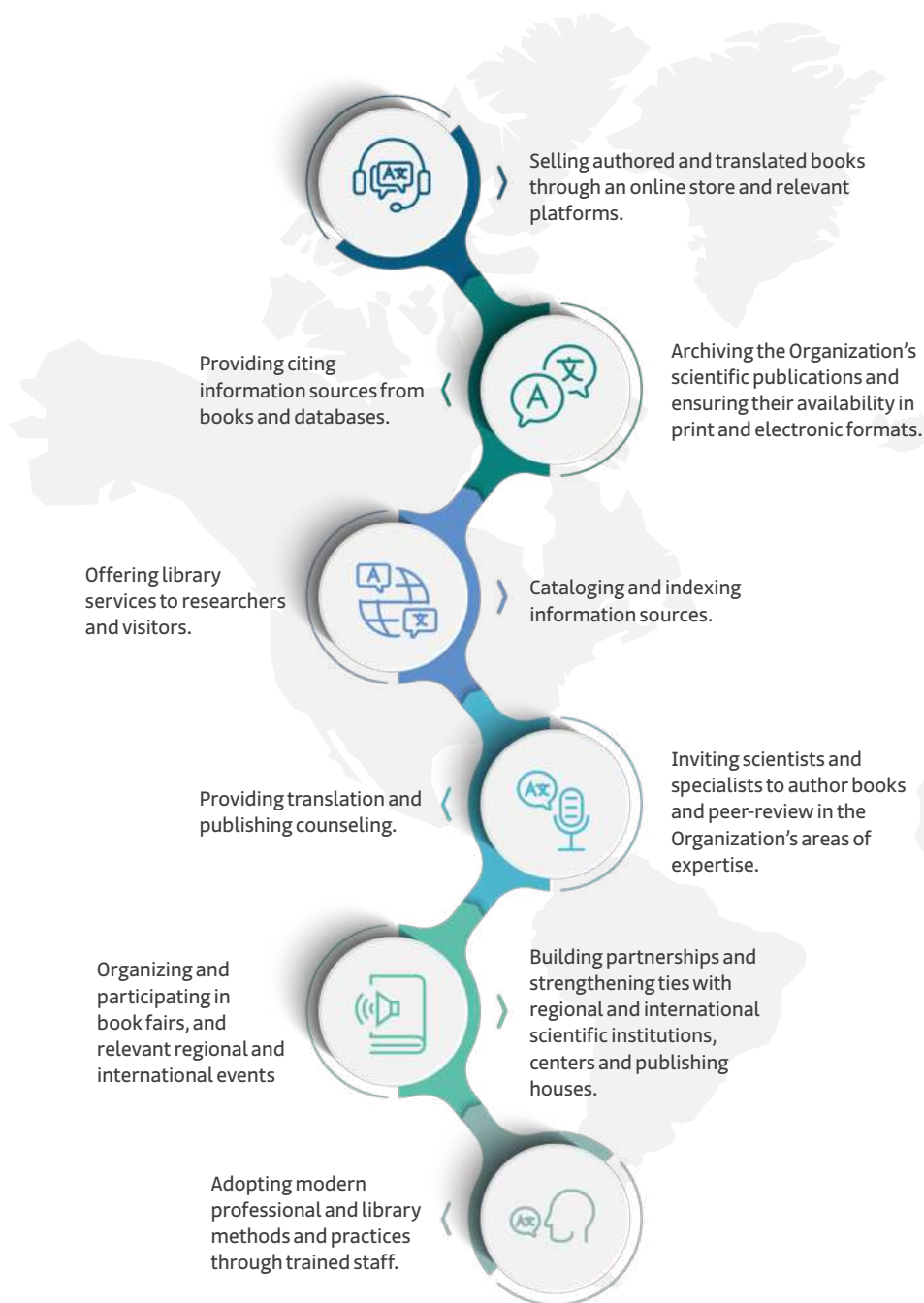
Visual Identity and Cultural Considerations

The Division is keen to consider cultural sensitivities and appropriate visual aspects when preparing designs, ensuring that the visual content aligns with the recipient's culture, with a focus on enhancing and highlighting the institutional identity in all publications. Modern printing and cutting technologies are also used to develop products that suit different cultural contexts, ensuring the delivery of suitable and refined visual content.

Responsibility and Transparency

The Division is committed to the principles of responsibility and transparency by delivering precise designs that comply with the required specifications, adhering to deadlines, and ensuring the highest quality levels in all projects. It employs the latest technologies to achieve these goals by providing accurate and high-quality solutions in design and printing.

3. Publishing and Library Division





3.1. Quality Assurance Processes in Publishing

Publishing undergoes precise and structured processes that guarantee product quality according to the highest international standards, including:

Content quality:

- Originality and relevance of the content to the Organization's field of expertise;
- Accuracy of facts, data and references;
- Clarity and coherence of ideas;
- Consistency and clarity of style.

Editorial standards:

- Thorough review, peer-review and editing;
- Sound language, punctuation and spelling;
- Proper content structure and formatting;
- Correct use of references and citations;
- Compliance with ethical standards of publication and intellectual property rights.

Design and layout:

- Professional design and layout that matches the Organization's graphic identity;
- Distinctive layout that is consistent with the nature of the content;
- Legible font size and typeface;
- High-quality images and graphics as needed.

Technical aspects:

- Assigning an ISBN to books;
- Optimizing and formatting digital files;
- Ensuring good printing quality (if needed): high-quality binding, paper, and print clarity;
- Ensuring compliance with regional and international publishing standards.

Distribution and Marketing:

- Suitable distribution channels (e.g. libraries/bookshops and online stores);
- Book registration and indexing.
- Tracking and analyzing sales performance.

Compliance and Legal Issues:

- Copyright registration;
- Managing contracts and rights of authors and translators;
- Compliance with privacy and data protection laws.

Sustainability and Ethics:

- Use of sustainable and environmentally friendly materials in printing;
- Observing ethics;
- Comprehensiveness in content and representation.

3.2. Quality Assurance Processes in Library Services

Library Services abide by the best international standards, including:

Library collection development:

- Aligning collections with the Organization's goals and beneficiaries' needs;
- Achieving balance for modern, high-quality, and relevant materials;
- Providing diverse content that caters to different age groups, cultures, and interests;
- Ensuring periodic recall of outdated or irrelevant materials.

Cataloging and Indexing:

- Accurate indexing (by author, title, subject and indexing codes);
- Compliance with international cataloging standards;
- Periodic updates to catalog records;
- Providing digital catalog to facilitate research.

Access and availability:

- Providing an accessible Online Public Access Catalog (OPAC);
- Establishing appropriate borrowing and return policies;
- Easy access for all beneficiaries, including disabled people;
- Establishing an effective interlibrary loan system.

Beneficiary services:

- Setting Effective help desk and reference services;
- Educational and awareness programs (workshops, reading programs).
- Taking the beneficiaries' feedback into consideration to improve services.

Technical integration:

- Availability of digital resources (e-books, databases, journals);

- Integration of modern technologies (RFID and Self-service systems);
- Regular maintenance of digital library systems;
- Data security of digital resources and protection of user privacy.

Space management:

- Providing comfortable and quiet reading spaces;
- Ensuring good lighting, ventilation and cleanliness;
- Adaptable spaces for group events and activities.

Staff training and capacity-building:

- Continuous professional development for librarians and staff;
- Promoting knowledge of digital resources and current trends in the field of libraries;
- Initiating periodic performance reviews and feedback systems.

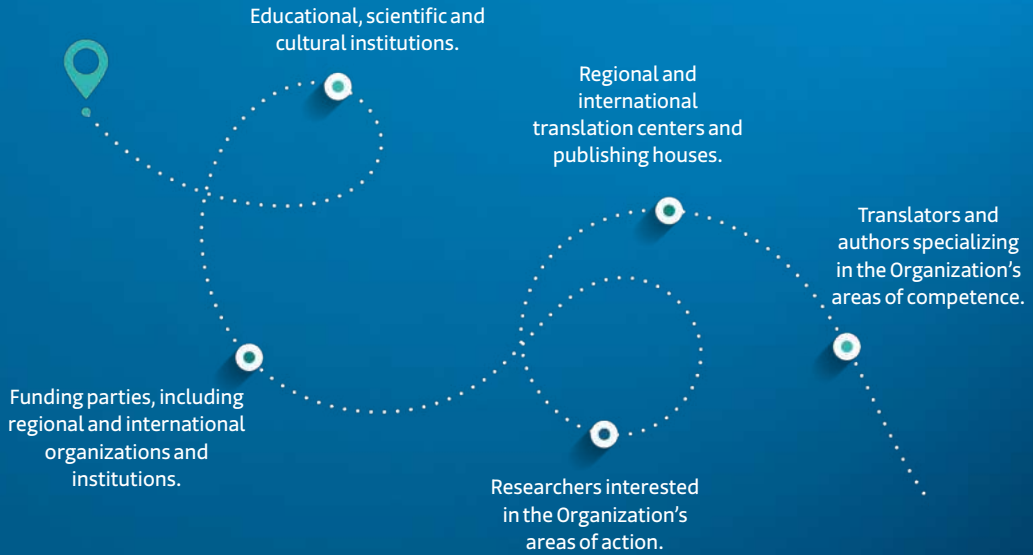
Financial Resource Management:

- Effective budget allocation for procurement and maintenance;
- Regular audits and assessments of library resources;
- Long-term planning for sustainable library development.

Compliance with legal and ethical standards:

- Compliance with copyright and intellectual property laws.
- Ensuring user privacy and data protection.
- Ethical use of library resources (e.g. fair use policies).

Stakeholders



Organizational Structure



Translation Division

- Arabic Language Unit
- English Language Unit
- French Language Unit
- Technical Unit
- Revision and Proofreading Unit

Duties

- Supervising translations, hiring and designating translators, editing, proofreading and approving translated texts, ensuring translation quality, exploring translation methods, applications and technologies, and conducting related studies.
- Organizing training programs and workshops for translators.

Design and Printing Division

- Graphic Design Unit
- Printing Unit

Duties

- Designing and creating visual content for the Organization's various publications, including books, journals, reports, and promotional materials.
- Developing visual identities and creative designs for the Organization's projects so as to bolster the Organization's institutional presence.
- Supervising the printing processes and ensuring that output quality meets the highest technical standards.
- Applying the latest design and printing techniques to drive innovation and achieve organizational excellence.

Publishing and Library Division

- Publishing Unit
- Library unit

Duties

- Managing books and translations publishing, as well as the library.
- Building partnerships and implementing joint projects with other translation and publishing centers, educational, scientific and cultural institutions, and governmental and non-governmental organizations.
- Following up on books and translations publishing, and ensuring the quality of publications as per the project budget.
- Managing office services and making them available to beneficiaries.

Funding



Own revenues:

Revenues from book sales and subscriptions, fees of conferences and workshop, training services and online platforms, as well as digital sales.



Regional and international sponsorships and partnerships.

Marketing Strategy



Digital Marketing:

Capitalizing on social media platforms, websites and electronic applications.



Cooperation agreements with educational, cultural and technical institutions.



Participation in regional and international book fairs:

Publicizing translated and authored books at local, regional and international book fairs.

Timeline



Phase One (September – December 2024)

- Forming a committee of translation and publishing experts from within and outside the Organization to review and validate the action plan
- Conducting a feasibility study to identify strengths, weaknesses, opportunities, and challenges, in addition to benchmarking.
- Arranging the Center's offices and providing the basic necessities.
- Identifying funding sources in coordination with relevant stakeholders.
- Preparing the estimated budget to cover operational activities for 2024–2025.
- Assigning key personnel for the center (department heads and support staff).
- Developing general policies and operational procedures in line with international standards ISO 9001, 17100, and 18587 to ensure governance, accuracy, and reliability of translated and published content, in addition to compliance with ISO 12647 for print quality control and ISO 15930 for preparing print-ready publishing files to ensure a high-quality, professional output



Phase Two (Mars – June 2025)

- Furnishing the library and providing essential technical equipment.
- Purchasing software and information systems tools for the library and the Center.
- Automating the translation request process through an electronic platform.
- Building databases of texts and resources available for translation.
- Creating a dedicated page for the Center on the ICESCO website and on globally recognized platforms such as Wikipedia and X.



Phase Three (July – September 2025)

- Launching the Center's online store for its publications and services.
- Applying for memberships with international associations (publishers, libraries, booksellers).
- Initiating digital and print publishing of the first works.
- Organizing workshops and training courses for translators across the Islamic world.
- Expanding the scope of publishing, translation, and authorship to cover a broad range of topics.
- Organizing international conferences and seminars to promote cultural dialogue and cooperation.



Phase Four (October – December 2025)

- Comprehensive evaluation of the Center's performance (translation quality, publishing, financial status, and goal achievement.)
- Process improvement based on evaluation results, and updating policies and training programs.
- Increasing public engagement through promotional activities and social media outreach.
- Developing a new five-year plan based on past successes and challenges.
- Continuing investment in human resources and supporting their qualification for international professional certifications.
- Ensuring financial sustainability through diversified income sources and revenue-generating projects.
- Expanding partnerships with regional and international entities.
- Launching new authorship and translation projects.



N.B. The proposed timeline shall be subject to periodic evaluation and the necessary adjustments in line with the changing circumstances and the emerging needs; this is an essential part of the plan's long-term success.

Expected performance based on SWOT analysis

A. Strengths



B. Shortcomings

Lack of an electronic catalog and archive of the Organization's publications



Lack of current training programs to help translators create linguistic solutions



Lack of use of modern technologies, translation aid tools, cataloging systems, and databases



Lack of sustainable funding



Lack of working procedures to ensure compliance to quality standards ISO 9001, 17100, 18587, 12647, and 15930



Shortage in qualified human resources in the Center's specialties



C. Opportunities

The growing demand for digital content presents wide-ranging opportunities for translation, publishing, design, and printing, thus supporting the transition toward high-quality visual-and-print-based knowledge production



The growing demand for translation from and into Arabic, English, and French, which provides an opportunity to expand the Center's services and develop its translation and publishing outputs, while ensuring professional production of graphic materials that aligns with Organization's visual identity through graphic design and international printing standards;



The rising need for an authoritative reference in the fields of translation, publishing, design, and printing within a system known for its credibility and reliability.



A form of soft power, highlighting the Organization's role in enriching scientific and cultural content across various media, both print and digital, at regional and international levels.



Strengthening intercultural connections through the production of high-quality translated and authored works that are professionally designed and printed to promote dialogue and civilizational understanding.



The potential to establish strategic partnerships with institutions, universities, schools, and cultural, scientific, and research centers to broaden the scope of academic and cultural exchange, including the production of translated, designed, and printed materials in accordance with global technical and professional standards;

D. Challenges



Performance Indicators

A. Quantitative indicators



Number of translated books and texts



Number of translation and interpreting hours



Number of translated audiovisual content



Number of translation language combinations



Number of copies printed and distributed



Number of borrowed books and downloads on the e-library



Number of partnerships and agreements



Number of participants in training sessions and workshops



Number of implemented projects



Number of library visitors and users of its services



Number of designed and printed projects per year



Number of completed materials in line with the visual identity guide

B. Qualitative indicators

Quality of translation and writing



Diversity of cultural and thematic production



Academic and institutional recognition of the Center's publications



Satisfaction of the Center's and Library service users



Impact of the translated and authored works on the benefiting societies



Innovation in the Translation and Publishing Center's processes in accordance with the latest international standards



Sustainability of funding and authorship, translation and publishing projects



Interaction with audience and benefiting societies



The level of compliance with visual identity standards across all outputs





C. Strategic indicators



Achieving the Center's strategic goals;



Abiding by the Center's standards and regulations;



Extent of the Center's contributions to achieving ICESCO's mission and objectives.



Conclusion

We seek through this strategically significant plan to support the processes of establishing the Center, and highlight the prospects and opportunities that lie ahead in the fields of translation and publishing. It aims to strengthen ICESCO's role at the global scene, and contribute to the promotion of intercultural and inter-civilizational understanding and dialogue to achieve greater human prosperity.

The proposed action plan is based on an in-depth study of the needs, challenges and opportunities, and focuses on capitalizing on the best practices in the field of translation and publishing. It seeks to set out clear objectives and adopt a comprehensive strategy that ensures funding sustainability, effective management of human resources, and optimal use of modern technologies, to ensure a leading position for the Center in the field of translation and publishing.

We are confident that the Center of Translation and Publishing will play a key role in building bridges between cultures and civilizations.

Appendix 1: Guidelines

1- Quality Guidelines

- This document outlines the Center's guidelines towards governance and quality, along with its objectives in translation and publishing.

2- Information Guide

- A Comprehensive description of the Center's services.

3- Standard Operating Procedures (SOPs)

- Detailed procedures for each process, such as:
 - Translation procedures: The steps involved in translation, editing, and proofreading;
 - Publishing procedures: The steps for preparing content for publication, including design and printing;
 - Library procedures: Steps for cataloging, archiving, and providing services to library users.

4- Document and Records Control Procedures

- A guide on creating, reviewing, approving, and dispatching documents, as well as managing records.

5- Performance Evaluation Procedures

- Mechanisms for measuring and evaluating the Center's performance, including key performance indicators (KPIs).

6- Management Review Procedures

- A guide on conducting periodic management reviews to assess the effectiveness of the quality management system.

7- Complaint Handling Procedures

- Procedures for receiving, processing and responding to complaints from the Center's staff and beneficiaries.

8- Training and Development Procedures

- Methods for identifying the training needs of translators and staff and developing their skills, organizing courses, and evaluating the training impact.

9- Continuous Improvement Procedures

- Processes for collecting feedback, identifying opportunities for improvement, and implementing changes.

10- Internal and External Communication Procedures

- Guidelines for managing communication both within internal teams and with external stakeholders.

11- Internal Performance Review Procedures

- Guidelines for conducting internal reviews to assess the Center's adherence to quality standards.

12- Procedures for Providing Services to Beneficiaries

- Steps for managing translation, publishing, and library operations, from receiving requests to delivering final products and services, ensuring beneficiary satisfaction throughout the process.

13- Resource Management Procedures

- Guidelines for managing human, technical, and material resources required to achieve the Center's objectives.

14- Risk Management, Emergency and Workflow Guide

- Procedures for handling crises and emergencies to ensure a smooth workflow.

15- Job Description

- A document outlining the tasks, duties, responsibilities, and cross-functional relationships within the Center. It helps each unit assume its responsibilities effectively, avoid task overlaps, and clarify relationships between various functions, thereby enhancing work efficiency and reporting lines.

16- Authorship and Publishing Standards

17- Templates of Author and Translator Contracts and Non-disclosure Agreements (NDAs)

18- Editing Guidelines

Appendix 2: Human Resources

Division	Unit	Current staff	Actual Need of Staff	staffing shortage
Translation Division	Head of Division	1	1	10
	Arabic Unit	3	4	
	English Unit	3	4	
	French Unit	4	4	
	Technical Unit	0	2	
	Editing Unit	0	6	
	Training Unit	0	2	
Design and Printing Division	Head of Division	1	1	1
	Graphic Design Unit	8	9	
	Printing Unit	7	7	
Publishing and Library Division	Head of Division	1	0	7
	Publishing Unit	0	2	
	Library Unit	0	5	
Administrative Affairs	Secretariat	2	2	0
	Training Unit	0	2	



Infrastructure preparation

1. Providing basic and technical equipment: Furnishing the library and purchasing the necessary software and information systems for the Organization's library.
2. Automating the translation requests via an electronic platform to enhance operational efficiency.
3. Building a database of texts and resources available for translation.
4. Creating a special page for the Center on ICESCO's website and on famous websites that official government agencies have joined such as Wikipedia and X.

Appendix 3: Potential Partners

- **The GCC Centre for Translation, Arabization and the Promotion of Arabic (Oman);**
- **Arab Center for Arabization, Translation, Authorship and Publication (Syria);**
- **Literature, Publishing, and Translation Commission (Saudi Arabia);**
- **King Abdullah Institute for Translation and Arabization (Saudi Arabia);**
- **Arabization Coordination Bureau (BCA) (Morocco);**
- **National Center for Translation (Egypt);**
- **Kalima Project (UAE);**
- **King Fahd School of Translation (Morocco);**
- **King Abdullah International Award for Translation (Saudi Arabia);**
- **Higher School of Interpreters and Translators of Paris (ESIT), (France);**
- **Faculty of Translation and Interpreting (Switzerland);**
- **International Federation of Translators (FIT);**
- **National Accreditation Authority for Translators and Interpreters (NAATI) (Australia);**
- **United Nations;**
- **King Abdulaziz Public Library (KAPL) (Saudi Arabia);**
- **Bibliotheca Alexandrina (Egypt);**
- **Library of Congress (USA);**
- **The British Library (UK);**
- **Mazarine Library (France).**



JOIN US !



انضموا إلينا



REJOIGNEZ-NOUS

