**Protocol of translation process for the tip sheets (and/or the ‘knieboek’)**

For those wishing to translate the tip sheets (and/or ‘knieboek’) developed by Enablement for Light for the World, we ask that you follow the following guidelines:

1. All three logos (Austrian Development Cooperation, Enablement and Light for the World) must remain on the top right corner of each tip sheet, and this at all times. We ask that you do not resize these.
	1. If you wish to add your own organisation’s logo, you are free to add a line at the end of the tip sheet stating: “translated by [insert logo]”.
	2. For the ‘knieboek’, you may add your logo on the bottom right corner of the first slide/page.
2. Respect the current layout. Font size may be decreased if the translated text does not fit, however, we ask that you keep the same illustrations (with corresponding text), the same format, and colours.
3. Find someone in your team who knows the subject (disability) and the language to do the translation. Or contact a professional translator if necessary. Also have at least one other person do a final check of wording and phrases. We recommend finding a person familiar with CBR/ disability, and a native speaker.
4. Please remember to translate any text pertaining to illustrations. If you need help fitting the text in the illustration, please make sure to include that text – stating which illustration it belongs to, with the translated tip sheets and send it to Léa Guignard (l.guignard@enablement.nl) so she can finalise it for you.
5. Once reviewed and finalised, please send the tip sheets back to Léa Guignard (l.guignard@enablement.nl).

Thanks in advance for your help! It is greatly appreciated!