

## TRANSLATION VERIFICATION COMMITTEE

### Terms of Reference

#### **Objectives:**

The Translation Verification Committee is an ad hoc committee of the Board of Directors of Physiotherapy Education Accreditation Canada (PEAC). The primary objective of the Committee members is to verify that the translation of all PEAC documents is accurate.

All documents will initially be translated by an official translation service that specializes in translating health related documents.

#### **Composition and Appointment:**

1. The Translation Verification Committee shall be comprised of three (3) bilingual members.
  - a. Two members shall be Francophone.
  - b. One member shall be Anglophone
2. Members of the Translation Verification Committee shall be appointed by the Board of Directors and ratified by voting members of the Council at the Annual General Meeting.
3. Members of the Translation Verification Committee shall appoint one (1) member to act as the Chair.
4. The Translation Verification Committee shall be accountable to the Board of Directors.
5. The Executive Director is an ex-officio, non-voting member of the committee.

#### **Term of Office:**

The term of office is two years and may be extended for up to six years. Recruitment of committee members will be conducted to ensure that there is some consistency of committee membership from year to year.

#### **Duties:**

Responsibilities of members of the Translation Verification Committee are to:

1. Prepare for meetings in advance by reviewing the documents that require verification and considering recommendations for changes.

2. Make decisions during the meeting regarding the accurateness of the translated documents. Decisions, whenever possible are to be made by consensus, however when this is not possible, decisions could be made by the majority of opinion

Responsibilities of the Chair of the Translation Verification Committee are to:

1. Ensure that the required tasks for translation verification are completed in a timely manner.
2. Prepare a summary report of each meeting, including information about the decision processes taken when members are unable to reach consensus about translation of an item.
3. At the end of meetings, ensure an electronic copy of the verified documents is finalized and forwarded to the PEAC office.

Responsibilities of PEAC are to:

1. Provide for members, electronic copies of the English and French versions of the documents that require translation verification, six weeks prior to the meeting.
2. Provide, as a resource, the Lexicon of Terms<sup>i</sup> developed by the Canadian Alliance of Physiotherapy Regulators.
3. Make arrangements for meetings as required.

### **Meetings:**

1. Meetings shall be held either face-to-face or by teleconference.
2. The frequency of meetings will depend on the volume of documents that require translation verification and will be held at the call of the Chair.
3. PEAC will schedule teleconferences.

### **Minutes and Reports:**

A record of meeting activities and any decisions made shall be recorded and a copy will be maintained in the PEAC office.

### **Expenses:**

Expenses for the teleconference or on-site meetings of the Committee will be paid by PEAC in accordance with the established policies and procedures.

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<sup>i</sup> Canadian Alliance of Physiotherapy Regulators. (November 2001). Lexicon of Terms. Author