Standard Operating Procedure (SOP)

Translation and Approval of the International Declaration on Core Competences in Professional Psychology

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Approved by: IPCP Work Group

Inquiries and submissions should be addressed to:

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1. Purpose

This document outlines the standard procedure for the translation, review, and approval of the International Declaration on Core Competences in Professional Psychology (hereafter referred to as the "Declaration"). Its purpose is to ensure that all language versions of the Declaration are accurate, culturally appropriate, and formally recognized by the IPCP Work Group as official translations.

2. Scope

This SOP applies to all individuals, teams, or organizations seeking to develop or propose an official translation of the Declaration into a language other than English. It also governs the review and approval process conducted by national psychological organizations and the IPCP Work Group.

3. Definitions

Source Text: The original English-language version of the Declaration, as approved by the International Association of Applied Psychology (IAAP) (15 June 2016) and by the International Union of Psychological Science (IUPsyS) (25 July 2016).

Source Language: The original language in which the Declaration was written and officially published. For the purposes of this SOP, the source language is English. All translations must be based on the most current and official version of the Declaration in the source language.

Target Language: The language into which the Declaration is translated.

Target Text: The translated version of the Declaration in the target language, intended to convey the same meaning, structure, and professional terminology as the source text. The target text must be accurate, culturally appropriate, and aligned with the intent and standards of the original Declaration.

Translation Team: The group responsible for producing the initial translation.

National Psychology Association: A professional or scientific organization recognized within a country as representing the field of psychology (e.g., national psychological association, psychological society, board, or council). This will normally be the national organization that is a member of the International Union of Psychological Science (IUPsyS) from that respective country. If an organization is proposed for this role that is not a member of the IUPsyS and there is such an organization in the country concerned that is an IUPsyS member, there must be an agreement from the national IUPsyS member for the other organization to take on the role. Otherwise, the IUPsyS National member will automatically be deemed to take on the role.

IPCP Work Group: The international body overseeing the implementation and dissemination of the Declaration.

4. Procedure

Initiation of translation

- Any individual or organization may initiate the translation process.
- They should first seek to engage a National Psychology Association that will be prepared to endorse the translation.
- If possible, the IPCP Work Group should be informed of the intent to translate the Declaration before work begins.
- The IPCP Work Group may take it upon itself to commission or provide itself translations of the Declaration.

Translation team and process (manual translation)

- The translation team should include:
    - At least one professional fluent in both English and the target language.
    - At least one psychologist with expertise in professional psychology and knowledge of the Declaration.
- The use of forward and backward translation methods is encouraged to ensure fidelity.
- Upon completion of the translation, it must be submitted to the National Psychology Association, together with the names and affiliations of all members of the translation team, for review and endorsement.
- Should the translation be endorsed by a National Psychology Association it should then be submitted to the IPCP Work Group for approval.
- After approval, the translation team will be cited in an acknowledgment as authors of the translation. No copyright will be passed to the translation team.

Translation team and process (machine translation)

- The text of the Declaration can be translated by means of a suitable tool such as Microsoft Translator or other software tool. The tool used and date of machine translation must be cited in the document.
- Upon completion of the translation, it must be endorsed by a National Psychology Association and submitted to the IPCP Work Group for approval.

Vetting by National Psychology Association

- The National Psychology Association will review the translation for linguistic accuracy and conceptual equivalence, confirm cultural and professional relevance within the national context, and provide a written endorsement of the translation.
- A National Psychology Association may also undertake the translation work directly, in which case it will provide the target text to the IPCP Work Group directly.

Review and approval by IPCP Work Group

- The IPCP Work Group will:
    - If it considers necessary, conduct a light editorial review for consistency with the source text.

    - Confirm national endorsement.
- If necessary, the IPCP Work Group may request clarifications or minor revisions.
- Upon approval, the translation will be listed and made available as an official version on the IPCP website or associated distribution channels.

5. Revision and Updates

Translations may be revised over time to reflect updated terminology, cultural changes, or modifications to the original Declaration.

Any revisions must undergo the same vetting and approval procedure as outlined in this SOP.