

Working Remotely with Translation Teams in Implementing TRAPD: Practical Considerations

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CSDI Workshop – Warsaw, Poland

March 18, 2019

Overview

- Quick definition: team approaches in TRAPD
- Team/Committee Translations: purpose of the joint meeting
- When in person meetings are not possible
- Tips on assembling/staffing the team
- Tips on scheduling
- Tips on briefing
- Tips on group dynamics
- Tips on quality assurance

Team/Committee Translations (TRAPD)

- Translators
- Adjudicator
- Independent work
- The meeting(s)

Committee Meeting Basics

- Who participates?
 - The translators (2 or 3 typically)
 - The adjudicator
 - (Sometimes) other SMEs
- Dynamics
 - Item by item discussion
 - Review – Discuss – Brainstorm – Decide
- Ideal approach
 - In person

The Team Meeting: Purpose

- Discuss item by item
- Improve on draft
- Assure nothing is lost
- Discuss nuance in both languages
- Assure consistency across instrument(s)
- Note typos
- Agree on conventions
- Agree on style and register (language specific)

When is the meeting not held in person?

There are different reasons and configurations:

- When a translator is away
- When team is geographically disperse
- When sponsor participates as SME remotely
- When translation is adjudicated in a country different from where the TR will be fielded
 - Focus of rest of discussion
 - Translators should be immersed in the language and culture where instrument will be fielded

Tips for Rest of Presentation: Lessons Learned

- Three recent efforts:
 - Translation of a questionnaire for cognitive testing in:
 - The Philippines (Tagalog)
 - Kenya (Kiswahili)
 - On workforce development – USAID – subc. to Dexis
 - Translation of instrument for diabetes management study:
 - Saudi Arabia
 - Subc. to Northwestern U. Medical School (Eli Lilly)

Tips on staffing remote team

- Won't discuss in detail how you select translators
- Use referrals or translators' sites
- Remember that translators living in a country are sometimes immigrants themselves (scour cv's)
- Think through issues of age and gender that may affect group dynamics
- Specify requirements in writing and have each translator sign agreement
- Make a 'good faith' payment early on

Tips on scheduling

- During recruiting team elicit availability at all hours (typical and non typical working hours)
- Be mindful of time zone differences
- Bandwidth may vary by time of day in many locales
- Length of meetings (and plan breaks)
- Allow time to test connections @ EVERY meeting
- Identify early translators with issues sticking to planned schedules

Tips on briefing

- Invest some money in explaining approach ahead of time
- If possible conduct an online/webinar training on expectations for a survey translation and about TRAPD
- Until you trust the team, do not put them in contact with each other

Tips on managing meeting & dynamics

- Try for video conference (hangouts, skype, etc.)
- Be prepared for not enough bandwidth → voice only
- If possible: team can assemble together and you are only one remote
- Meetings are intense, remember to have breaks
- Be mindful of everyone participating
- Draw out anyone too quiet
- Work through issues of personality

Tips on quality assurance

- If no one at your end knows the language:
 - Use team members for taking notes and doing edits
 - Use team members for reviewing work
 - Find a survey methodologist or researcher that can review in that language and send you comments
 - Discuss comments with team and make final decisions
 - Include team in later feedback from interviewers for final decisions

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- THANKS FOR LISTENING!!!!

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