

ETHIOPIAN TRANSLATORS ASSOCIATION (ETA)

PARTNERSHIP AND COLLABORATION POLICY

1. Purpose

The **Partnership and Collaboration Policy** outlines the Ethiopian Translators Association's (ETA) approach to partnering with other organizations, government agencies, educational institutions, and stakeholders. This document ensures that all partnerships are built on shared values, goals, and mutual benefit, enhancing the Association's mission of promoting the translation profession and advancing the interests of its members.

2. Key Elements of the Partnership and Collaboration Policy

2.1 Criteria for Selecting Partners

ETA seeks to form partnerships with organizations, government agencies, universities, language institutes, and other stakeholders that share a commitment to advancing the translation and localization industry, supporting the professional development of translators, and promoting cultural exchange. The criteria for selecting partners include:

- **Alignment with ETA's Mission and Values:** The partner organization should align with ETA's mission of promoting high standards in translation and interpretation, as well as its broader goals of cultural exchange and national development.

- **Reputation and Credibility:** The partner should have a strong reputation within its respective field or sector, including positive references from other organizations or individuals.
- **Resource Capacity:** The partner should have the resources, including human, financial, and technical, to effectively collaborate on the proposed initiatives.
- **Geographical Relevance:** Preference may be given to organizations with regional, national, or international reach that can help expand ETA's network and impact.
- **Track Record in Collaboration:** A history of successful collaborations and partnerships is ideal, indicating that the partner has experience in working with other entities to achieve common goals.
- **Commitment to Diversity and Inclusion:** The partner should demonstrate a commitment to inclusive practices and equal opportunities for all individuals, particularly in relation to marginalized groups in translation, language services, and cultural representation.

2.2 Procedures for Negotiating and Formalizing Partnerships

Once a potential partner has been identified, the following procedures will be followed to negotiate and formalize the partnership:

- **Initial Contact and Exploration:** ETA's leadership or designated partnership team will initiate contact with the potential partner. Initial discussions will focus on shared goals, resources, and the scope of the proposed collaboration.
- **Memorandum of Understanding (MoU):** Upon agreement on the general terms of the partnership, ETA and the potential partner will draft a **Memorandum of Understanding**

(MoU), which will outline the objectives, responsibilities, expectations, and any financial commitments involved. This MoU will serve as a framework for the partnership.

- **Due Diligence:** ETA will conduct a thorough review of the potential partner, including its financial status, organizational structure, and previous partnerships. This step ensures that the partner organization is reliable and capable of fulfilling its commitments.
- **Formal Agreement:** A formal partnership agreement will be drafted and signed by both parties once the MoU is agreed upon. This agreement will contain specific terms, including the duration of the partnership, roles and responsibilities, dispute resolution procedures, and exit clauses, among other details.
- **Internal Review and Approval:** All partnerships will be reviewed and approved by ETA's Executive Committee before any final agreements are signed. The Committee will ensure that the partnership aligns with the Association's strategic goals and that all terms are favorable.

2.3 Guidelines for Managing Collaborative Projects

Once a partnership has been formalized, ETA will establish clear procedures for managing collaborative projects effectively. These guidelines will ensure smooth implementation and maintain a strong relationship between ETA and its partners.

- **Project Planning and Goal Setting:** Clear objectives and outcomes will be defined at the outset of each project. ETA will work closely with the partner organization to ensure mutual understanding of the project scope, deliverables, timelines, and expected results.
- **Project Management Team:** A dedicated team from ETA and the partner organization will be assigned to oversee the implementation of the project. This team will be

responsible for tracking progress, managing resources, and ensuring timely delivery of outcomes.

- **Regular Communication and Updates:** Open lines of communication will be maintained between ETA and its partners throughout the project. Regular updates, meetings, and progress reports will be shared to keep all stakeholders informed.
- **Shared Resources and Expertise:** ETA and its partners will contribute resources, expertise, and personnel to ensure the success of the collaboration. The partner may provide funding, venues, or technical support, while ETA contributes its knowledge of translation, linguistic expertise, and access to its professional network.
- **Monitoring and Evaluation:** ETA will develop a monitoring and evaluation framework to assess the effectiveness of collaborative projects. Key performance indicators (KPIs) will be defined, and regular assessments will be conducted to ensure that projects are on track and aligned with the agreed objectives.
- **Dispute Resolution:** In case of any disagreements or disputes during the collaboration, the parties will follow the dispute resolution procedures outlined in the partnership agreement. If necessary, mediation or arbitration may be used to resolve conflicts without terminating the partnership.
- **Reporting and Documentation:** All collaborative projects will be documented comprehensively, with regular reports submitted to the Executive Committee and relevant stakeholders. A final project report will summarize outcomes, achievements, challenges, and lessons learned.

3. Types of Partnerships and Collaborations

ETA may engage in a variety of partnerships and collaborations, including but not limited to:

- **Government Partnerships:** Collaborations with government agencies, such as the Ministry of Culture and Sport, to promote language preservation, national development, and cultural heritage.
- **Educational Partnerships:** Collaborations with universities, colleges, and language institutes to offer training programs, workshops, and research opportunities in translation and interpretation.
- **Professional Associations:** Partnerships with international and regional professional translation organizations to share resources, best practices, and promote the profession on a global scale.
- **Corporate Partnerships:** Collaborations with businesses in the translation and localization industry to provide mutual benefits, such as access to new markets, technology, or specialized services.
- **Non-profit and Cultural Organizations:** Partnerships with non-profit entities to foster cultural exchange, language accessibility, and social responsibility.

4. Reporting and Accountability

All partnerships and collaborations will be reported annually in ETA's **Annual Report**, ensuring that stakeholders are kept informed of the progress, outcomes, and financial aspects of collaborative efforts. Additionally, ETA's Executive Committee will oversee all partnerships and ensure that they comply with ETA's mission, values, and strategic objectives.

5. Review and Amendments

This **Partnership and Collaboration Policy** will be reviewed periodically by ETA's Executive Committee to ensure its effectiveness and alignment with the Association's goals. Any amendments or updates to the policy will be approved by the Executive Committee and communicated to all members.

Approved by:

Ethiopian Translators Association (ETA)