

Who	What	Additional information	Completed?	Notes
<b>Step 0. Getting in contact</b>				
Team	Fill out form on wiki	Form should be updated and revised to meet current needs; consult with RCs		
RC	Send email to RC with link to completed form Update tracking chart with date form received Review form	Considerations: Does this come from an experienced team with legal expertise who is familiar with the licenses? Have they contacted other jurisdictions where the language is spoken? Have they filled in all of the relevant information?		
	Coordinate contact with other jurisdictions along with Team, if not already done	Particularly: other jurisdictions with the chosen language as a primary language, especially if they are coming from a significantly different legal system, or speak significantly different dialects of the language. May require coordination with other regions' RCs.		
	Contact Legal to discuss the proposal after a plan is in place to resolve outstanding issues.	All correspondence with legal, from both RCs and translation teams, should be to legal@creativecommons.org.		
Legal	Reviews proposal	If problems are found that recommend against proceeding (not enough jurisdictions participating, insufficient legal expertise on team, etc.), contact the RCs and ask them to resolve with the translation team.		
	Updates tracking chart to indicate date approval granted Communicates approval to translation team and sends along any relevant information Asks tech to fulfill any identified needs (mailing list, private wiki, etc.)	Should send any guides to translations that already exist		
<b>Step 1. Preparing a first draft</b>				
Team	Produces a first draft; fills in translation worksheet	May correspond with Legal or RCs at any time for help resolving issues, either with the substance of the translation or with community coordination issues.		
	Sends any drafting issues to Legal and updates form Sends completed first draft to RC			

RC	Reviews first draft and translation worksheet for general completeness and quality	In all cases, the RC conducts a basic review: is it a translation of the complete document, does it look at first glance like a reasonable effort. If it does not meet these basic standards, the RC contacts the team, clarifies the requirements, asks them to continue working and resubmit. If the RC speaks the language of the translated document, this may be a more substantive review.		
	Submits reviewed draft to Legal			
Legal	Updates translation guide with drafting issues (if any)	This is an ongoing task throughout the translation process; review draft and worksheet		
	Updates tracking document to indicate first draft received			
	Reviews first draft	This is a thorough, detailed review of both form and substance, paying particular attention to the points in the translation guide, such as key legal terms and concepts.		
	Corresponds with team to resolve questions and submit corrections			
Team	Submits corrected draft based on feedback from Legal	There may be several rounds of corrections if new errors are found or if the resolution does not fully address concerns.		
<b>Step 2. Public comment period</b>				
Legal	Approves beginning of public comment period			
	Updates tracking document to indicate date comment period begins.			
Team	Posts notice of comment period in appropriate channels	These may include mailing lists, wiki pages, and blogs, but no particular place is prescribed. This may also involve outreach to specific stakeholders as necessary. RCs and legal may also suggest or directly contact others who should be notified.		
	Posts draft on Creative Commons wiki	Posted here so that comments may be retained.		
	Begins accepting comments and revising draft	Encouraged to correspond with Legal at any time during this process as necessary		
	Closes comment period, prepares public discussion report	If this has not happened within a reasonable timeframe, RC should check on team to see if there are problems.		
<b>Step 3. Preparing the final, official translation</b>				
	Updates draft based on comments; prepares final draft in HTML format			
	Submits prepared draft to Legal			

	Submits explanation of changes and other drafting issues to Legal	Explanation should be in English; team should expect it to be made public on the wiki as part of documentation process		
Legal	Updates tracking document to indicate final draft received Asks tech to place final draft on staging server			
Team	Notifies community that draft is posted for final review and explanatory comments available Reviews draft on staging server	Look for HTML/formatting errors not spotted in unformatted drafts, final proofreading/substantive review by team		
Legal	Begins final review.	This should also be a detailed and thorough review as with the first draft. It should involve reference to the translation guide, particularly to take advantage of observations made by other teams who have been working at the same time. If many changes were made during the public comment process, this may also involve several rounds of correspondence; if not, it is likely to be short.		
	Submits corrections to team as necessary			
<b>Step 4. Translating supplemental materials</b>				
	Informs team of any supplemental materials that need to be translated	This must include the deed, if not already translated. This may include some portion of the FAQs or other supplemental material to be determined. Should be undertaken in consultation with RCs		
Team	Corrects draft as necessary and resubmits Translates supplemental materials as necessary	Posted on jurisdiction websites or on jurisdiction pages on CC wiki		
RC	Reviews translations of supplemental materials	Not a hard proof as with legal code, but basic review that the materials are of sufficient quality and completeness		
Legal	Reviews corrections and additional submissions.	May include asking tech to place revised files on staging server.		
<b>Step 5. Launch</b>				
	Informs team and RC of final approval			
RC	Coordinates launch date with team and any other relevant parties	May involve planning around significant anniversaries or launch partners for multiple jurisdictions.		
	Informs legal of desired launch date			

Legal	Coordinates launch with tech	This includes ensuring that the legal code is up, at the proper URI, that the translation strings for the deeds are pushed live and the deeds properly reflect availability in that language, that any modifications to the Chooser have been made, and that any modifications to navigation templates have been made.		
	Coordinates blog post with translation team and Communications	May be actually written by team itself or any other relevant/interested party.		