***Welcome to Stillman Translations preliminary onboarding assessment!***

*This assessment has 5 sections. Make sure to follow the instructions and complete all the information needed. The goal of this request is to analyze your performance and your potential.*

*Breath in and out, and do your best. Hope we can count on you soon!*

**NAME: Agostina Fumero**

**SECTION 1. INSTRUCTIONS**

Below you will find a special instruction for section 3:

\*Please make sure target text mirrors source format.

\*Normalize spaces.

**SECTION 2. GLOSSARY**

*In this section, you are required to complete this task:*

*\*Extract four terms (cells 1 to 4) from the text in Section 3 that you consider are worth being in the glossary.*

|  |  |  |
| --- | --- | --- |
|  | **Source** | **Target** |
| 1 | Volunteers for Events’ (V4E) | Voluntarios para los eventos (V4E) |
| 2 | service line | Línea de servicio |
| 3 | UNV | VNU |
| 4 | Core Team | Equipo central |

**SECTION 3. TRANSLATION**

Please, add your sample translation below (between 300-500 words). Bear in mind this should be the best sample of your work!

|  |  |
| --- | --- |
| Source**: V4E - UNV Core Team**  **Onboarding** | Target: **V4E - Proceso de incorporación del Equipo central del VNU** |
| This is a fragment of a translation I did as an UN Online Volunteer in July 2020. I had to translate onboarding guidelines and I was given only some documents for reference (all of them in English). | |
| VOLUNTEERS FOR EVENTS SERVICE LINE  Based on UNV’s Strategic Framework, volunteering for events paves the way to enlarge the scope of support, facilitation, and integration of volunteerism into international, na­tional and regional events and into national practices and policies. A talent solution such as volunteering for events expands the opportunities for people to contribute to the work of UN partners by responding rapidly and effectively to meet the needs and interests of UN partners through the deployment of Event Volunteers to support events organized by UN Entities and governments and enhancing UN partners’ capacities by supplementing existing volunteer talent solutions.  In this context, ‘Volunteers for Events’ (V4E) is a service that provides partners with man­agement and organizational support for large-scale events and international, national and regional conferences. The service line follows three main objectives:   * GENERATE KNOWLEDGE AND ASSEMBLE EVIDENCE FOR INTEGRATING VOLUNTEERISM INTO THE 2030 AGENDA * STRENGTHEN THE VOLUNTEER INFRASTRUCTURE * INCREASE VOLUNTEER MOBILIZATION   **UNV’s Experience**  Our service line builds on a history of success. We have successfully supported the man­agement of major international events and conferences through volunteers.  **How It Works**  The V4E service line is a professional, systematic approach to volunteer mobilization and management for international, national and regional events organized by UN Entities and the Member States. It includes a motivated and trained Core Team of UN Volunteers to handle various substantive, technical and logistical arrangements to ensure successful mobilization and management of Event Volunteers.  The diverse menu of services offered to partners ranges from advisory services, to trans­fer of knowledge, to implementation by UNV. UNV can provide a comprehensive package of services or inject a specialized service into the overall event logistics.  In an ideal and successful scenario, the advisory services lead to the transfer of knowl­edge, and finally to the implementation of the event volunteer management component. Each of the services is designed to contribute to UNV’s agenda to promote volunteerism and assist its partners in delivering towards the SDGs.  In regard to the provision of services for the volunteer management component imple­mentation, the regional offices or field units are responsible for the recruitment of the Core Team Members, who assist partners, under specific terms of responsibilities, to organize their events and coordinate the Event Volunteers during the events. The Core Team will work closely with the regional offices/field units and, when needed, VSS and manage­ment in the headquarters will also advise and support. As you can see, you are not alone! We are a team – your success is ours, and the UN’s success as a whole.  1. Seen as programmatic technical input, the advisory services will be provided by the UNV Volunteer Advisory Services (VASS) Team in the headquarters and regional offices. The ecosystem was developed by the Volun­teers Solutions Section (VSS) during the V4E project and is catered to clients through UNV’s regional offices and field units. | LA LÍNEA DE SERVICIO DE LOS VOLUNTARIOS PARA LOS EVENTOS  Basado en el Marco Estratégico del VNU, el voluntariado para los eventos sienta las bases para ampliar el alcance del apoyo, la facilitación y la integración del voluntariado en eventos regionales, nacionales e internacionales y en prácticas y políticas nacionales. Un proceso de reclutamiento como el del voluntariado para los eventos aumenta las oportunidades de las personas de colaborar con el trabajo de los asociados de la ONU al responder con rapidez y efectividad a las necesidades e intereses de los asociados de dos formas: ya sea movilizando a los Voluntarios para los eventos para ayudar en los eventos organizados por las entidades de la ONU y los gobiernos, o mejorando la capacidad de los asociados al complementar los procesos ya existentes de reclutamiento de voluntarios.  En este contexto, "Voluntarios para los eventos" (V4E) es un servicio que ayuda a los asociados en la gestión y organización de los eventos a gran escala y de las conferencias regionales, nacionales e internacionales. Esta línea de servicio persigue tres objetivos principales:   * CREAR CONOCIMIENTO Y REUNIR LOS DATOS PARA INTEGRAR AL VOLUNTARIADO EN LA AGENDA 2030 * FORTALECER LA INFRAESTRUCTURA DEL VOLUNTARIADO * AUMENTAR LA MOVILIZACIÓN DE VOLUNTARIOS   **Experiencia del programa VNU**  Nuestra línea de servicio está fundada en los logros. Hemos ayudado con éxito en la gestión de importantes eventos y conferencias internacionales a través de los voluntarios.  **Cómo funciona**  La línea de servicio V4E es un abordaje profesional y sistemático de la movilización y gestión de voluntarios para eventos regionales, nacionales e internacionales organizados por las entidades de las Naciones Unidas y los Estados Miembro. Incluye un Equipo central motivado y capacitado compuesto por Voluntarios de la ONU a cargo de varias cuestiones técnicas y logísticas esenciales para garantizar una movilización y una gestión exitosas de los Voluntarios para los eventos.  El VNU ofrece una amplia gama de servicios a los asociados, que abarca desde servicios de asesoramiento hasta transferencia de conocimientos e implementación. El VNU puede ofrecer un paquete completo de servicios o introducir un servicio especializado en la logística general del evento.  En un caso ideal y exitoso, los servicios de asesoramiento derivan en la transmisión de conocimientos y, finalmente, en la implementación del componente de gestión de los voluntarios para los eventos. Cada uno de los servicios está diseñado para apoyar la agenda del VNU para fomentar el voluntariado y asistir a los asociados con el cumplimiento de los ODS.  En cuanto a la provisión de servicios para la implementación del componente de gestión de los voluntarios, las oficinas regionales o las unidades fuera de la sede son responsables de reclutar a los Miembros del Equipo central, los cuales asisten a los asociados bajo ciertos términos y responsabilidades, para organizar sus eventos y coordinar en ellos a los Voluntarios para los eventos. El Equipo central trabajará en estrecha colaboración con las oficinas regionales/las unidades fuera de la sede y, cuando sea necesario, también contarán con el apoyo y el asesoramiento del VSS y la dirección en la sede. Como puedes ver, ¡no estás solo! Somos un equipo: tus logros son los nuestros y los de las Naciones Unidas en general.  1 Entendidos como un aporte técnico programático, a los servicios de asesoramiento los proveerá el Equipo de Servicios de Asesoramiento Voluntario (VASS) del programa VNU en la sede y en las oficinas regionales. Este ecosistema fue desarrollado por la Sección de Soluciones de los Voluntarios durante el programa V4E y se adapta a los clientes a través de las oficinas regionales y unidades fuera de la sede que pertenecen al VNU. |

**SECTION 4. QUESTIONS AND COMMENTS**

We also need to check your capacity to spot potential issues beforehand. In the table below, please list your questions and comments in relation with this test:

1. Challenging sections from the source text or sections you are unsure of should be copied or inserted into the **Source Text** column.

2. Write your translation in the **Target Text** column.

3. Doubts and comments should be written in English.

|  |  |  |
| --- | --- | --- |
| Source Text | Target Text | Question / Comment  (in English) |
| 1. ‘Volunteers for Events’ (V4E) | "Voluntarios para los eventos" (V4E) | The name of this service line (‘Volunteers for Events’ (V4E)) also appears in several documents and publications in English in the context of other major events (such as The Pan-American Games Lima 2019). However, there are practically no documents about this service line in Spanish.  For the sake of consistent terminology, I decided to follow the same strategy used to translate the title of a similar UNODC’s program: ‘Education for Justice’ (E4J), whose translation is “Educación para la justicia (E4J).”  Question: Is there any rule/style guide I should follow to translate this acronym or is my solution fine? |
| 2. A talent solution such as volunteering for events expands the opportunities for people to contribute to the work of UN partners by responding rapidly and effectively to meet the needs and interests of UN partners through the deployment of Event Volunteers to support events organized by UN Entities and governments and enhancing UN partners’ capacities by supplementing existing volunteer talent solutions. | Un proceso de reclutamiento como el del voluntariado para los eventos aumenta las oportunidades de las personas de colaborar con el trabajo de los asociados de la ONU al responder con rapidez y efectividad a las necesidades e intereses de los asociados de dos formas: ya sea movilizando a los Voluntarios para los eventos para ayudar en los eventos organizados por las entidades de la ONU y los gobiernos, o mejorando la capacidad de los asociados al complementar los procesos ya existentes de reclutamiento de voluntarios. | Comment: This fragment from the source text is not so clear, mainly because the sentence is too long. Since this document has didactic and training purposes, I decided to make an explanatory expansion and use a colon. |
| 3. UNV Volunteer Advisory Services (VASS) Team | Equipo de Servicios de Asesoramiento Voluntario (VASS) del programa VNU | Comment: I had trouble finding a recognized equivalent in Spanish, and at first, I was between two different options: “Servicios de Asesoramiento Voluntario” or “Servicios de Asesoramiento del Voluntario”. I kept the acronym in English (as I did the same with the other acronyms in the document). |

**SECTION 5. REFERENCES**

In the table below, please list the reference material you have consulted to carry out this test.

1. Please introduce the **Reference source** (including publisher and full title as appropriate) in the first column.
2. Specify if your reference source is general or specific. If specific, clarify which term or section the reference covers.

|  |  |
| --- | --- |
| Reference Source | General / Specific (Term) |
| Since this translation was related to the UNV program, the UNDP, and the SDGs, I used the specific resources available related to these entities and thematic areas (UNTERM, the UN’s manual, the United Nations Archive, etc.). The reference material I used the most includes the following: | |
| Official UNV’s website: (<https://www.unv.org/es/node/63>) | General (about the initiative and overall topic) |
| “VOLUNTEERS FOR EVENTS (V4E): Blue Print”. United Nations Volunteers. (<https://www.unv.org/sites/default/files/V4E_Blue_Print.pdf>) | It helped me to know more about the **Core Team’s** **main role** and functions in the events. |
| Brochure: “Educación para la Justicia”. UNODC.  <https://www.unodc.org/documents/dohadeclaration/E4J/infosheet/info_sheet_E4J_ES.pdf> | Specific term. This helped me solve the issue of the acronym “**V4E**” because even though there was no recognized translation of the acronym, by keeping it in English I contributed to maintaining the similarity between the two initiatives (V4E, E4J). |
| UNV’s Onboarding infographic. United Nations Volunteers.  <https://www.unv.org/sites/default/files/V4E_Onboarding_infographic_0.pdf> | Specific section + term.  This helped me clear my doubts about the long, unclear sentence I included in the previous table (the second issue) and the concept ‘**event volunteer management component’** (which is one of the Core Team’s task). |
| DP/2018/6. UNV STRATEGIC FRAMEWORK, 2018-2021. United Nations Archive.  (Bilingual files, EN-ES). Retrieved from: <https://documents.un.org/prod/ods.nsf/xpSearchResultsE.xsp>  Spanish document [here](https://documents-dds-ny.un.org/doc/UNDOC/GEN/N17/404/41/pdf/N1740441.pdf?OpenElement). | This document helped me find the right equivalents of the terms ‘**service line’** and ‘**Volunteer Advisory Services’**. Besides, it also provides valuable general information about the UNV program. |

Thanks!