**Guidelines for Translation of MCs**

The ‎translator translates on average 1,500 words per day unless urgent service is requested. In that case, work is divided among translators but translation quality decreases.

Once the document has been sent to translation, any changes to the English must be tracked in order to track future changes to the translation. Program lead will either have to do the translation in house or send any large changes back to translation.

When submitting the request, please request for translation **and** revision. This may‎ add 1-2 days to request but it will significantly decrease quality control time for Program Lead.

The French MC template must be provided to translation service. (Tip: Incorporate English test into French template)

It is highly recommended to send the MC to translation as early as possible after circulation of draft MC to Central Agencies