HANDBOOK FOR
FIT Standing Committees and Task Forces
2025 to 2028

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SECTION I: GENERAL GUIDELINES

Reference is made expressly to Standing Committees and Task Forces (SCTFs) in this Handbook. However, the Handbook applies to any committee, special committee, working group, or interim working group set up by FIT Council.

1. Objective

The important and multi-facetted work of FIT is carried out to a considerable extent by the FIT Standing Committees and Task Forces, enabling FIT Council to handle specific areas of work on a continuous basis. They address a broad range of subjects such as the internal affairs of FIT, specific areas related to the work of translators, interpreters and terminologists, association matters and FIT publications.

The members of an SCTF are drawn both from FIT Council and from the member associations of FIT worldwide. The SCTF on which an individual member of a FIT member association serves will generally reflect the areas of interest, expertise and experience of that member.

FIT Standing Committees and Task Forces are governed by the provisions of Section VI of the FIT Rules of Procedure and by the guidelines in this Handbook. The objectives of individual SCTFs must always be aligned with the general objectives of FIT.

This Handbook provides information on the purpose of SCTFs, how they are convened, how they operate and how they report on their progress to Council. Based on this information, FIT associations are encouraged to nominate members who will be in a position to contribute their valuable time, energy and expertise for the benefit of the Federation in particular and the profession in general. All projects and initiatives implemented by any SCTF must be in compliance with FIT Bylaws and Rules of Procedure.

2. Eligibility and term of office

Any member in good standing of a FIT regular or associate member is eligible to serve on an SCTF, provided the member has the support of the nominating association and the necessary skill, knowledge and interest. Council may also nominate any of its own members. **The final decision on who is selected to serve on an SCTF rests with FIT Council.**

A Standing Committee exists permanently until dissolved by the convening authority. However, apart from the *Translatio* and the *Babel* Standing Committees, the chair and members of a Standing Committee are required to step down effective immediately after a Statutory Congress. The period between two consecutive Statutory Congresses is deemed to be one "term". The incoming Council will then decide on nominations to the SC having due regard to continuity of mission and staffing.

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Members of an SCTF may be appointed for a maximum of **three** consecutive terms of office. After serving three consecutive terms, they are not eligible to be nominated to any other SCTF of a similar nature until a three-year hiatus has lapsed. We recommend that association members are elected to no more than **two** SCTFs during a given mandate. A person may not be chair of an SCTF for more than **two** consecutive terms. A minimum of **three** and a maximum of **seven** members should be selected to establish an SCTF. Staffing exceptions are allowed if Council agrees that additional members are required for the planned work of a particular SCTF. An SCTF may call in experts from outside FIT at any stage to assist their work; however, these external experts have no voting rights. Such experts may not be compensated in any way without proper prior approval by Council, e.g., by previous budget approval or other specific approval in accordance with the Rules of Financial Procedure.

A Task Force is set up to allow for the completion of limited but well-defined tasks within a fairly short time frame (from 6 months to a year), which is renewable where necessary to allow for completion of the planned task. Once the work is completed, the Task Force is disbanded.

Each SCTF will be appointed a contact person from Council who will facilitate the set-up of the SCTF and act as a link to Council.

3. Election of SCTF Chair and Co-chair

The Chair is elected by the respective SCTF members by open majority vote. It is recommended that each committee have one chair, unless necessity dictates otherwise. At the request of any member of an SCTF, the Chair may be elected by secret ballot. In such a case, Council will designate a person to organise the election.

A Chair of an SCTF may decide, only when necessary, to designate a Co-Chair. The Co-Chair is also elected by the respective SCTF members by open majority vote.

4. Quorum and voting

Attendance by one half of the members of an SCTF constitutes a quorum. Standing Committee decisions are taken by a simple majority of the SCTF members in accordance with the principles outlined in Sections 34-36 of the FIT Rules of Procedure.

5. Reports

Each SCTF is required to submit a quarterly report to Council on its progress, indicating outcomes achieved, and any other relevant matters, prepared by the Chair. Once a year, the quarterly report will involve a brief presentation to Council and other SCTFs. A prescribed template for the reports is included below under Appendix II and will be available as a separate document. All reports must be approved by the members of the SCTF concerned before being submitted to Council. All reports and presentations will be in English to facilitate accessibility and timely submission to Council by the SCTF.

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6. Member engagement

Members of SCTFs are expected to participate regularly and in a positive way in any online discussion forum, email correspondence or in-person or online meetings to facilitate the work of the SCTF. All SCTF members, outside experts and Council contact persons and others involved must respect the confidentiality of discussions. Regular meetings should be held to advance the work of the SCTF.

The Chair is responsible for the general progress of the SCTF. An agenda must be prepared for all meetings and distributed at least **a week in advance**. Minutes must be taken and, after approval by the SCTF, deposited in an online folder accessible by Council.

Should any member fail to participate regularly or productively, the Chair may contact that member to discuss their continued participation in the SCTF. In the absence of any response, the Chair should contact both the member and the nominating association. If this still yields no response, the matter should be referred to the Council contact for that SCTF.
Where the non-participating member of an SCTF is the Chair, the contact person from Council may discuss the issue with the SCTF Chair or directly with Council. Council may intervene if it feels that inadequate progress is being made by the SCTF, and if deemed necessary, it may appoint new or additional members and/or may propose a new Chair.

7. Dispute Resolution

In cases where the collaborative working environment breaks down within an SCTF, or where there is evidence of misconduct, any SCTF member may inform Council of this through their Council contact. Council is then responsible for investigating and finding a solution for the matter. Council decisions are final.

8. Funding

SCTFs will not generally have budgeted funds. However, under exceptional circumstances and **only with prior authorisation from Council following consultation with the Treasurer**, an SCTF may claim a refund or payment of expenditure incurred in carrying out its work. Requests for refunds or payments must be submitted using the appropriate procedure in place at the time the request is made. Information on how to request a refund or payment will be made available by the Council member nominated as contact for the particular SCTF. Requests for refunds or payment must be sent within **three months** from the date of the expenditure. Extraordinary extra-budgetary expenditures must be approved in advance by the FIT Treasurer in accordance with the FIT Rules of Financial Procedure (para. 4.5).

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SECTION II: LIST OF STANDING COMMITTEES AND TASK FORCES 2025 TO 2028

The **Association Development Standing Committee** pro-actively promotes and supports association formation, and therefore expands and promotes FIT membership. The ultimate aim of this SC is to facilitate the establishment of new associations and the formation of Regional Centres where none yet exist in order to foster and strengthen relations between FIT member associations on a regional level.

The **Audiovisual and Accessibility Translation Standing Committee** aims to address the various challenges facing audiovisual translators whose work includes dubbing, subtitling and voice-over translation. Its aim is to raise the profile of audiovisual translators and translation throughout the world.

The **Awards Management Standing Committee** has the task of managing the various FIT prizes and awards that will be awarded at the next FIT World Congress. Work includes, but is not limited to, calling for nominations, constituting juries to adjudicate the nominations received, and following up on progress in this regard. This SC organises the prestigious event at the World Congress, where prizes and awards are handed over to the recipients. The SC works closely with the Secretariat and Treasurer as some prizes involve a monetary reward.

The **Babel Standing Committee** produces *Babel – International Journal of Translation*, a scholarly journal intended primarily for translators, interpreters and terminologists, yet of interest also for non-specialists interested in current issues and events in the field. *As the Babel SC currently has the required number of members, no nominations are required.*

The **Communications and Visibility Standing Committee** is tasked with enhancing FIT visibility and reviewing and revising the existing FIT communications strategy, with the aim of improving the channels of communication internally between Council, the Regional Centres and FIT member associations generally, and externally with FIT industry, NGOs, governments, and academic partners. Using social media optimally is an important function of this SC.

The **Crisis Settings Standing Committee** is a new SC with the aim of examining the role currently played by TIT associations around the globe in different crisis settings such as war, natural disasters and political unrest. In its focus are the existing challenges and the opportunities that may be seized to overcome these challenges. Together with other NGOs operating in this area, this SC aims to help provide improved outcomes in relation to the use and circumstances of language professionals in crisis settings.

The **Education and Professional Development Standing Committee** maintains and disseminates information and materials on continuing professional development (CPD) initiatives in the field of translation, interpreting and terminology from around the world. It also aims to disseminate up-to-date information on university-level courses and other professional qualifications. This SC addresses this important matter in conjunction with member associations and key industry partners. It can also

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organise train-the-trainer initiatives especially in areas where there are no formal training programmes on TIT and cooperate with the Research Task Force.

The **External Partnerships Standing Committee** is tasked to build on and develop existing partnerships with several key players in the world of translation and interpreting, such as the Conférence internationale permanente d'instituts universitaires de traducteurs et interprètes (CIUTI), the European Legal Interpreters and Translators Association (EULITA), the World Association of Sign Language Interpreters (WASLI), the World Intellectual Property Organization (WIPO), European Council of Literary Translators' Association (CEATL) and Audiovisual Translators Europe (AVTE). Additionally, FIT is a coalition partner with the International Association of Conference Interpreters (AIIC), Red T (protecting translators and interpreters in high-risk settings) and the Critical Link. This SC will forge links with key players in industry generally and with relevant NGOs specifically.

The **Interpreting Standing Committee** addresses issues of interest and concern for both oral language and sign language interpreters around the world, disseminating the important role played by interpreters as intercultural mediators, promoting their continuous development and training in the latest technologies, and advocating for the rights of interpreters to fair compensation and treatment, in all modalities of interpreting (in person, remote or hybrid) in all fields of specialization and contexts. This SC partners with other interpreter associations around the world to raise awareness of the profession.

The **Indigenous Languages Standing Committee** seeks to play an active role in developing and promoting indigenous languages in different areas of the world and to collaborate in projects and programmes aimed at enhancing the use and status of these languages, notably through translation and interpreting. This mandate of FIT (2025-2028) coincides, in part, with the UN's International Decade of Indigenous Languages (2022-2032) and thus it is incumbent on FIT to (i) actively engage with key players, to (ii) raise awareness of and to stimulate debates about the value of indigenous languages and to (iii) organise events and activities focusing on the indigenous languages and their speakers across the globe.

The **Investment Standing Committee** is responsible for investing the surplus funds of the Federation in a prudent manner in line with an investment policy with the primary aim of preserving capital while earning a reasonable return on investment.

The **Standards Standing Committee** seeks to ensure the input of FIT in any discussions on new or existing international standards (e.g., ISO Standards) that are relevant to our professions. It aims to promote the harmonisation of professional standards and compliance with best practices.

The **Solidarity Fund Standing Committee** assesses the merits of applications for assistance from member associations in accordance with the Solidarity Fund rules and then submits proposals to FIT Council for a final decision.

The ***Translatio* Standing Committee** produces FIT's quarterly online newsletter, *Translatio*, which is a key channel of communication between FIT, its member associations and other interested parties.

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The readership has grown exponentially thanks to the dedication of the hard-working group of editors, contributors, designers and translators.

The **Legal Translation Standing Committee** is entrusted with organising the FIT Legal Translation and Interpreting Forum and addressing other burning issues of the day within this context.

The **Translation for Publishing Houses and Copyright Standing Committee** is one of only a few global voices for published translators today, including literary and non-fiction translators. In general, this SC strives to raise the profile of translators as authors in their own right. It aims to raise awareness of and timeously address issues that are of utmost importance to these translators, either in specific areas of the world or across the entire globe.

The **Procedures and Structural Reform Standing Committee** is entrusted with reviewing FIT's governance structure, the FIT Bylaws, the Rules of Procedure and the Rules of Financial Procedure to ensure the smooth running of the Federation and its sustainability.

The **Technology Standing Committee** addresses current trends and developments in translation and interpreting technology and their impact on the work of language professionals. It also aims to engage in ongoing debates with the developers and users of these technologies and with industry.

The **Research Task Force** drafts FIT position and opinion papers on topical and/or controversial issues within the profession as well as on new developments in translation, interpreting and terminology worldwide. It collaborates with other SCTFs when required.

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APPENDIX I: FACILITIES AND PUBLICITY

1. Facilities

The following facilities are available to assist the work of the SCTFs.

Online discussion forum

For all communication within an SCTF, an online discussion forum will be set up by the FIT Secretary General or by a person assigned by Council once the SCTF has been established. This forum is to be used for the purpose of electing the Chair and all other subsequent communication.

Virtual Meetings

Virtual meetings on a regular basis are encouraged. Any platform may be used for this purpose, particularly Zoom, for which FIT has a licence. Requests to use the FIT Zoom account should be made in the first instance to the Council member that is nominated as the contact for the SCTF.

Survey Tools

Surveys may be very useful to help SCTFs to accomplish their work and are encouraged. SCTF Chairs should contact the Secretariat in the first instance to find out about the resources available.

2. Publicity

All SCTFs are encouraged to disseminate information about their progress, to garner member support and publicise their activities through all of the FIT communication channels and, where appropriate, through external channels as well. The two main FIT channels are *Translatio* and the FIT webpage. Additionally, the different FIT social media platforms, such as Twitter, LinkedIn and Facebook, are available to publicise events. Information should also be disseminated by email to the FIT and FIT Regional Centre egroups.

Translatio

Articles of up to 500 words on SCTF activities for publication in the FIT newsletter, *Translatio*, should be submitted to translatio@fit-ift.org.

Webpage

A dedicated webpage can be created on the FIT website for an SCTF upon request. The purpose of this webpage is to inform the public and FIT member associations about the SCTF, its members, progress and outcomes achieved.
The SCTF itself will be responsible for preparing, uploading and updating the content of such a webpage and also for ensuring that the content is available in all three official languages of FIT.

3. Procedure for nominating a member to an SCTF

a) Complete the online nomination form.
b) Submit it together with the accompanying documents.

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APPENDIX II: REPORT TEMPLATE

[Title] Name of Standing Committee or Task Force
Progress Report from[Publish Date] to[Publish Date]
Submitted to FIT Council on [Publish Date]

Note that this report **should be completed in English**. As indicated in the Handbook, it should be prepared by the Chair and approved by the members of the SCTF before being submitted to FIT Council on a quarterly basis.

Members (First name and surname)	**Association** (Acronym)	**Country**	**Email address**	**Role** Chair Co-chair, other	**Status** Active - Inactive **(To be completed by Chair)**

Outline of the Work Plan

Objectives for the current mandate
Make sure the objectives are ***Relevant, Aligned* with** FIT's overall strategic goals, ***Specific*** to the SCTF and ***Attainable*** within a clearly defined and realistic timeframe.

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Objectives completed to date

Number of meetings held during the period: _____

Date	Purpose	Main outcomes achieved

Comments and observations

Next steps

Recommended action(s) regarding inactive members / Actions already taken regarding inactive members (where applicable)

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