

# POLICY ON TRANSLATIONS AND ADAPTATIONS OF 'STEPPING STONES' TRAINING MANUAL



**Salamander Trust**  
TRANSFORMING THE WAY WE THINK ABOUT HIV

**Last updated 28 January 2014. Please contact alic at salamandertrust dot net or sfh at stratshope dot org for the latest version of this policy.**

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1. By a 'translation', we mean a literal translation of the whole text into another language, with no additions or omissions. We expect you to comply with appropriate language for translation, in keeping with the respectful tone of the original manuals. We also strongly recommend attention to the following article which highlights the importance of language in respect of the rights of women living with HIV: <http://www.jiasociety.org/index.php/jias/article/view/17990> We understand that you may well want to substitute your own drawings. Please see point 9 regarding these.
2. By an 'adaptation' we mean a version in which the following changes may have been made: additional sections, illustrations in keeping with local context, small changes in contents to take account of different geographical and national contexts. Any manual which is based on more than 2,000 words of the content of the original Stepping Stones or Stepping Stones Plus manuals, even if its name has been changed, shall be held to be an adaptation of our original material.
3. In order to ensure that your adaptation meets the requirements above, and in order to benefit from recent research regarding the materials' use in other settings, Strategies for Hope and Salamander Trust reserve the right to be funded by the organisation(s) concerned, in order to take part in the adaptation process. We normally suggest a minimum of 15 days for our involvement. Please contact us for our current rates for this. We also strongly recommend that you read our "Implementing Stepping Stones" document, which you can obtain through the website [www.steppingstonesfeedback.org](http://www.steppingstonesfeedback.org).

4. Alice Welbourn and G&A Williams retain copyright of all new language editions of the 'Stepping Stones' and 'Stepping Stones PLUS' manuals. We will entertain the possibility of extending additional copyright to the organisation(s) involved in any adaptation(s) of either or both of the two manuals, in line with the points outlined above. Copyright details should be clearly stated on the imprint page (i.e. the page near the front of the book containing publication details).

5. We request that all Acknowledgements in the original manuals be retained. Please also include a reference to [www.steppingstonesfeedback.org](http://www.steppingstonesfeedback.org) to enable users of the adaptation and/or translation to access further information about the programme and to join our International Community of Practice<sup>1</sup> of users of Stepping Stones. NB: The 'Update to Users, June 2002' should be *deleted*.

6. We do not ask for royalties or other payments for the right to produce and distribute translations or adaptations of the manual. However, we request that all translations and adaptations of the manual should be distributed in hard copy only and not by any electronic means. They should also be made available strictly on a non-commercial basis only. Making your adaptation of Stepping Stones available – free or for sale - for electronic download **contravenes international copyright laws**. It also undermines our own efforts, both to mitigate the Digital Divide<sup>2</sup> and to develop the international network of Stepping Stones users, since we no longer receive any income from sales and we no longer have any means of learning who has downloaded the material.

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8. If logos are used on the covers of the manual, these should include those of Strategies for Hope and ActionAid.

9. The illustrations in the manual have specific meanings that are closely related to particular sections of the text. If you are producing new illustrations for the manual, we ask therefore that they accurately reflect whatever is depicted in the originals. This includes, for example, drawings of males dressed as females, and vice versa; also exact reproductions of facial expressions and accurate translations of speech/thought 'bubbles'.

10. We also require that before any printing of the translation or adaptation of 'Stepping Stones', you send copies for final review. Please either send as an email attachment to [the emails listed above](#), or send three hard copies in the post to us at the addresses listed below. If you have undertaken an exact, literal translation, please send us the translation.

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<sup>1</sup> We have an International Community of Practice of over 1,000 users of the Stepping Stones material, with a regular newsletter and a ning platform.

<sup>2</sup> Stepping Stones materials are normally sold for a very reasonable price. We consider free distribution to those who have no access to foreign currency or those who cannot afford to pay for them. All profits from our sales go towards providing these free materials. Our reason for this policy is to mitigate the digital divide between those in the world that have access to resources and the majority that don't.

only. If you have undertaken an adaptation, please send us the adapted text in English as well as the local language. If you have commissioned new drawings, please send us these also. We then ask that you await our comments and queries before proceeding to the process of printing.

11. We ask that you then provide us with four copies of the printed edition of the manual.

12. Please note that we plan to produce a CD containing different language editions of adaptations of the 'Stepping Stones' training manual. We request that you grant us permission to include your translation or adaptation, free of charge, on this CD, which will be distributed free of charge in sub-Saharan Africa.

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