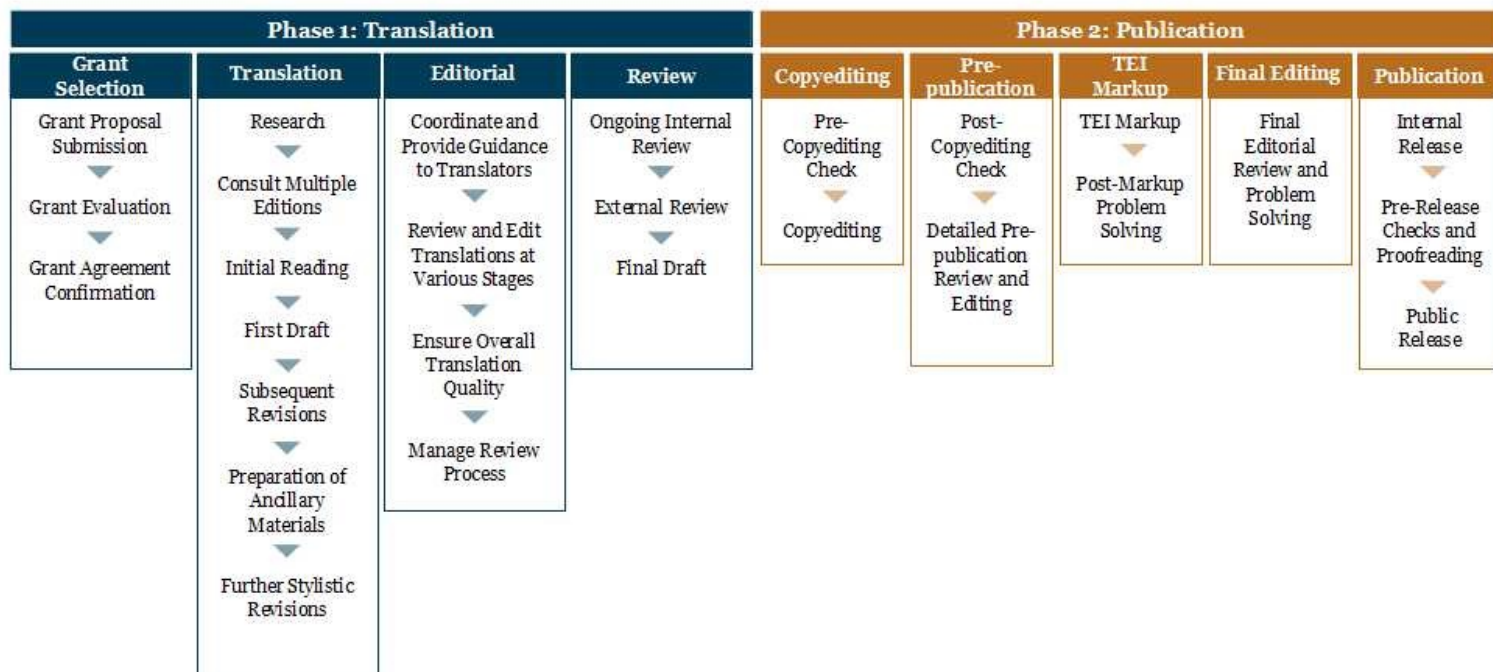


## Translation and Editorial Overview

- Editorial overview and management across all stages



## Technology

Ongoing development and maintenance of:

- Mass Online Publication Database (Online Reading Room)
- Editorial Tools (e.g. Layers of Editorial Access etc.)
- Translation Tools and Resources (e.g. Cumulative Glossary, Terminology Pages etc.)
- User Interface Features and Design (e.g. Automatic Multi-Format Generators including PDF and others, Multi-level Search function etc.)
- Version Control
- Backup System

## Operations and Administration

- Strategic Planning and Implementation
- Translation Grant Administration
- Administration of Payments for Services
- Communications and Fundraising
- Human Resource Management

## Training and Development

- Identification of training needs of translators, editors, copyeditors, markup editors, and knowledge/skills needed across all stages of work
- Work with partner organizations/institutions to enhance translation standards, and to ensure a steady stream of translators to sustain 84000's work in the long term