

# Approaches to Translation: Business Continuity Management Guidelines (3<sup>rd</sup> Edition)

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## ■ Background

- Cabinet Office, Government of Japan published **the third edition of Business Continuity Guidelines** in 2013.
- Cabinet Office **determined it is essential to proactively and globally share Japan's knowledge on business continuity** in order to disseminate and develop business continuity approaches employed by companies, etc. within and outside Japan and **decided to draw up a provisional English version of Business Continuity Management Guidelines (hereafter called the "English version")**. Preceding to this English version, the English version of the first edition of Business Continuity Guidelines was published.

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## ■ Current Situations

- Development of Business Continuity Plans (BCPs) and promotion of Business Continuity Management (BCM) are highly important to 1) realize the improvement of business continuity capabilities all across Japan, 2) secure social and economic stability in Japan, and 3) improve credibility of Japanese companies viewed in an international perspective.
- The number of Japanese companies that establish BCPs is rising. According to “A Survey on Business Continuity and Disaster Reduction Efforts Made by Corporations” conducted in 2014 by Cabinet Office, 54% of large companies and 25% of medium-sized companies have already established BCPs, showing the increasing trend.
- Most companies in Japan have used the Guidelines published so far as references when establishing BCPs. The 3<sup>rd</sup> edition includes business continuity methods to deal with various incidents, and companies and organizations are expected to make effective/further use of business continuity methods in the future.
- Incidents (including natural disasters) happened in Japan have had huge influence, through supply chains, on economic activities within and outside Japan; thus, **not only Japanese companies with overseas locations but also foreign companies / government agencies are taking more interest in the methods of business continuity approaches in Japan where a lot of natural disasters occur.**

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## ■ Translation

■ Audience: **1) Overseas locations / subsidiaries of Japanese companies, 2) Domestic locations / subsidiaries of foreign companies, 3) Foreign companies that already have or would like to have business relations with Japanese companies, and 4) Concerned personnel of foreign government agencies, local governments, etc.**

⇒ Translation was done by keeping the following in mind: 1) Partner countries would be able to easily understand business continuity methods employed by Japanese companies upon globalization of their business, and 2) It is necessary to promote client's understanding of business continuity capabilities that Japanese companies require.

■ The Japanese version is original, and the English version is provisional. Cabinet Office ensured **the original Japanese version would be translated into English as precisely as possible.**

■ **English terminologies** used in the Guidelines **were standardized as much as possible** so that the audience would not misunderstand the meaning.

⇒ It is likely that the 3<sup>rd</sup> edition of the Guidelines and international standards are used in combination and that concerned parties are required to check for consistency. Hence, we translated to ensure consistency in terminologies with identical concept / expression so that the audience would be able to understand, with ease, the relationship between the Guidelines and standards related to ISO BCM.

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## ■ Efforts

- Identified terminologies used in international standards and compared those terminologies with the ones used in the English version.
- Cabinet Office **put the above findings before the Committee and published the English version as the final one.**

