

**INFORMATION CIRCULAR N° 54****Subject: Rates for Contractual Translation, Editing and Text-processing**

1. The purpose of this circular is to advise on the revised rates for contractual translation, editing and text-processing promulgated by the Office of Human Resources Management (OHRM) with effect from 1 October 2006.

I. Translation/ revision	Rates per thousand words/characters of original text (in US dollars)					
	Standard text		Technical or more difficult text		Very difficult or urgent text	
	Translation	Reprise ¹	Translation	Reprise ¹	Translation	Reprise ¹
Fully self-revised	180	72	190	76	200	80
Translators whose work requires revision	95		100		105	
Revisers of texts in latter category	85		90		95	
II. Text processing	Rates per thousand words/characters of original text (in US dollars)					
Typing	30					
Formatting	5					

2. The rates are set in United States dollars. However, payment may be made in other currencies at the United Nations operational rate in effect on the date payment is made.
3. This circular supersedes the Administrative and Financial Instruction N°. 157 of 3 August 2004.

(Signed) Aminata **Djermakoye**
Director, Division of Administration

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¹ Reprise is a substantial portion of a previously translated text incorporated by the author in the new document. Though the text may not require translating again, it still has to be quality-checked; it also obliges the translator to review the rest of the translation so as to ensure consistency of terminology, phraseology, etc. In evaluation of documentation volume in CSD, UNOG the notion of reprise corresponds to "revision". The rate for reprise amounts to 40 per cent of that of self-revised translation.