

JAPAN ASSOCIATION OF TRANSLATORS (JAT)
2016 Business Plan
April 1, 2016 to March 31, 2017

1. General Goals

The Japan Association of Translators (JAT) plans to further the mission and goals of the Association; continue providing member services; improve our regional activities within Japan and start regional activities overseas; increase visibility by providing more services to benefit the public; improve only activities and website operations to meet the needs of an increasing membership. (JAT's membership increased by 10% compared to that of 2015.)

2. Activities

Name	Details	Timing	Location	Number of people involved	People that benefit	Budget (thousand)
Special Interest Groups (SIGs)	7 SIGs: JATLAW, JATPHARMA, JATINT, JATTIP, JATENT, JATTOOLS and JATPATENT. JATTIP and JATENT intend to be more active this year and JAT will support their activities. New SIGs are encouraged and will be supported	1 to 4 meetings per SIG including Pre-IJET sessions. Joint meetings and networking sessions are planned	Tokyo, Kansai, Sendai Online sessions for other areas in Japan and overseas	6 to 8 Committee members per SIG Total: 40 We encourage more members to become involved.	Members and non-members, total approximately 1000 Online sessions available only for members	1722
Regional Activity Groups	Tokyo (TAC), Kansai (KAT) and Tohoku (TRAC) will continue operating. The Midwest Activities Committee (MAC) of Ohio, USA was added in May 2016. Overseas activities for/by members residing outside Japan are encouraged and will be supported.	TAC: Monthly meetings including workshops and networking opportunities KAT: 2 seminars and 2 networking opportunities planned for 2016 TRAC will hold 3 seminars and is heavily involved in IJET-27 in Sendai. MAC: 3 sessions planned	Tokyo, Kansai, Tohoku and Ohio (USA)	Regional activity committees: average 6 members per committee Total 24	Members and non-members: Approximately 800 in total. Online sessions available only for members.	1899
Translation Contest	E-to-J/ J-to-E translation contest To be held from October to March 2016. JAT plans to further promote and advertise the contest to attract ore entries.	October 2016 to March 2017	Global activity	Committee members:13 3 judges for E to J; 3 judges for J to E and others	Members and non-members with less than 3 yrs. of experience in translation – over 150	942
e-Juku	Online translation workshop	April 2016 through March 31,	Worldwide	6 committee	Limited to	0

	This service is popular and has been attracting many new members. We continue our effort to expand e-Juku including sessions provided by SIGs to benefit more members.	2017		members including 3 from JATPHARMA	members. Approximately 6 to 9 members benefit from each session. Plan to provide more sessions including sessions provided by SIGs.	
Anthology	The 2016 Anthology will be published in September and distributed to members, educational institutions and corporations. Starting with this year's issue, article contributor will be solely responsible for his/her own article and there will no editing done.	Essays to be sent to the committee by August 2, 2016; contributors will receive printer's proof around Aug. 15 to be finalized by the end of August. Planned distribution date: the end of September	Worldwide	3	Members, educational institutions, corporations and others.	936
IJET	IJET to be held in Sendai. Work on IJET-28 (Columbus, Ohio) began February 2016 and will continue to April 7, 2017	IJET-7: June 18 and 19, 2015 (Sendai). Pre-IJET events on June 17. IJET-28: April 8 and 9	Sendai	__ committee members	Members and non-members (200 plus)	7180
PROJECT	There will be no PROJECT in 2016; however, as IJET-28 will be in Ohio, we plan to seek a location for 2017 and to prepare for PROJECT in 2017.	Sometime in the fall of 2017	(TBA)			0
Mailing Lists	JAT has offered general and SIG-sponsored mailings lists to date. Starting in summer of this year, a new system will be introduced to serve as a tool to exchange ideas and information.	All year	Worldwide	2 moderators (or more)	Members only	0
Website and SNS Accounts	Facilitate SIGs and regional meetings, event announcements, helpful resources, photos, videos, etc. (New system will be in place this year and will be introduced sometime this summer)	All year	Worldwide	20 committee members	Members only content and public content	2763 (1800 is for development cost)
Affiliations	JTF: JAT will provide a session at JTF Honyaku Festival this year.	All year JTF Honyaku Festival will be in	Tokyo	8 or more	Public	360

	JSA: JAT sends representatives to ISO meetings FIT	November 2016				
--	---	---------------	--	--	--	--

Management and administrative matters of JAT:

- The board presented JAT’s Short-, Mid- and Long-Term Plan at the OGM in June 2014. Implementation of the plan has begun. Plans and issues will be discussed from time to time and updated.
- In order to comply with the new NPO Laws of Japan of 2012), the Articles of Incorporation of JAT was reviewed, changed and approved at the OGM in 2015. It was then presented to Tokyo Metropolitan Government NPO Section and was approved. JAT Bylaws were reviewed to ensure consistency with the Articles of Incorporation and changes were made and uploaded to the JAT website in March 2016.
- After a few years’ discussion on the need to enhance usability of the website, we contracted SolSPACE in summer 2015 to start upgrading the website. The upgraded site will go live in summer 2016, with a refreshed and responsive design, featuring easier navigation and new functions for improved usability. We budgeted \$41,130 for the Phase I (main site) upgrades, which is almost complete as of June 2016. The budget for the Phase II (approximately \$36,000 for IJET and e-commerce) is treated as an extraordinary expense and not included in the ordinary budget.
- JAT activities are managed by highly motivated volunteers whose hard work we appreciate. JAT administration is handled by board members who are also volunteers. Their daily administrative work is substantial. To lessen its burden, amendment to JAT’s Articles of Incorporation to increase the number of directors was made and approved at the 2015 OGM. Distribution of roles, responsibilities and duties of board members became somewhat easier; however, a substantial reduction of work is still necessary. Therefore, we plan to outsource bookkeeping to either CPA firm or a Licensed Tax Accountant Office in order to lessen the workload of our administrative assistant and to have her take care of day-to-day administrative work.
- In order to have more public exposure and recognition, we plan to start new projects as well as to strengthen our PR activities.

SIGs and Regional Activities:

- There are seven SIGs (Special Interest Groups – JATENT, JATINT, JATLAW, JATPHARMA, JATTIP, JATTOOLS and JATPATENT). JAT welcomes its members to organize new groups and would approve any deliberately organized group whose activities do not overlap with other SIGs.
- JATENT and JATTIP have not been very active but will continue to be supported during their transitions.
- JAT has three established regional activities committees (RACs), which operate in the Tokyo, Kansai and Tohoku areas. We will work to offer activities in other locations as our membership grows. JAT’s substantial overseas membership previously lacked RAC representation and events. JAT focused attention and resources to remedy this situation. With the hard work of many wonderful volunteers, JAT offered a well-attended one-day translation meeting in Australia in 2015 and established the Midwest Activities Committee (MAC) in Ohio, USA in May 2016. JAT will continue to actively promote activities overseas.

- Since SIGs and regional activities committees started to select meeting venues carefully and to charge admission fees in 2014 to reduce expenses, some succeeded in becoming self-sufficient. Although deficit balances have improved, it is difficult for all committees to be completely self-sufficient.

IJET/PROJECT :

- Both IJET-25 and IJET-26 were very successful and well attended. We are reviewing their programs and publicity and sponsor solicitation efforts to carry their successes into future years.
- JAT tries to hold a PROJECT in a major city in Japan in years when IJET is held overseas. IJET will be held in Sendai this year, and therefore we are not planning a PROJECT for 2016. As IJET-28 will be held in Ohio, USA in April 2017, we will call for 2017 PROJECT proposals this year.

Translation Contest, e-Juku and Anthology:

- Through the Translation Contest, JAT nurtures translators just starting out in the business, thus benefiting the public. We will promote the Contest to increase the number of participants in 2016.
- e-Juku is a very effective and welcomed member service. We held an additional e-Juku session in FY2015 (totaling 2 sessions) and would like to hold even more in 2016 and in the future.
- “Translator Perspectives 2016” is the fifth anthology and will be published in September. Members can present ideas and information through essays and use this publication to help educate their clients. The Anthology Committee decided not to edit essays by members; however, essay contributors have the opportunity to see the final version before printing to proof/correct/change. The Anthology Committee plans to send a copy, free of charge, to all members and to educational institutions and companies.