

I. Introduction

BIM Excellence is a *research-based approach* for assessing and improving the performance of individuals, organizations, and project teams. The **BIME Initiative** (BIME IN) organizes all research activities into **Knowledge Sets** which are developed through an international **Research Network**.

*The BIME Initiative is a not-for-profit effort supported by BIME Corporate Services, research grants, in-kind contributions, and institutional/corporate sponsorship. For more information about commercial offerings, please refer to **101cs BIME Corporate Services Explainer**. BIM Excellence is based on the published research of [Dr. Bilal Succar](#) and a growing cohort of prestigious international collaborators.*

II. This Document

This document is intended for researchers and professionals interested in *translating and re-publishing* any of the materials made available as part of the BIME Initiative. This includes materials published through the following **Knowledge Sharing Outlets**: [BIMthinkspace.com](#), [BIMframework.info](#), and [bimexcellence.org](#).

While the BIME Initiative welcomes translations efforts contributed by international collaborators, it is important to provide some guidance to help (a) protect the intellectual property of both the original and translated materials from potential abuse, (b) establish a suitable level of translation quality and consistency across varied languages, (c) safeguard the public-good release of materials from non-permissible commercialization, and (d) build long-term collaboration ties with international contributors.

This document is not a licensing agreement but identifies the **Guidance Criteria** – the requirements, recommendations, and procedures – to be reviewed and agreed to as a condition of being granted permission to translate and potentially re-publish any of the materials. This document also identifies some of the benefits available to translators if they choose to be formally recognized as valued contributors operating within the structures, networks, and mechanics of the BIME Initiative. The document also provides a short form to be completed and signed to indicate acceptance of all Guidance Criteria.

III. Translators' Role

Translation of BIME Initiative materials for all to benefit is a key knowledge-sharing effort and a substantial service provided by the translator to the expanding community of practitioners and researchers who find value in these materials. As such, and in acknowledgment of the translator's efforts:

- The BIME Initiative will publicly acknowledge the translator's efforts on the BIME Initiative's website (<https://bimexcellence.org/>), through social media and in presentations that make good use of the translated materials.
- The translator is considered upon the start of the translation process as a **BIME Initiative Volunteer** and - upon publication of translated material - will be invited to become a **BIME Initiative Member**.
- As an Active BIME Member, the translator can optionally participate in [BIME Initiative Projects](#) and other activities conducted by the **BIME Research Network**.

IV. Translation requirements

The following requirements apply when discussing the translation of BIMe Initiative materials.

A. Translator competency

The BIMe Initiative does not require any formal qualification from volunteer translators. The [core competencies](#) assessed upon receiving a translation request are as follows:

- The industrial and academic background of the translator establishes the translator's exposure to BIM technologies, processes, and policies.
- The core language abilities of the translator. As a minimum, the translator needs to be either a native speaker of the selected translation language or have proven experience in translating into the selected language.
- The willingness of the translator to collaborate with ChangeAgents AEC, the individual authors of BIMe Initiative materials, and with other translators to continuously improve both the original and translated materials.

B. Translation Quality

Translation of BIMe Initiative materials needs to meet minimum-quality standards:

- Translation into a **Language Other Than English** (LOTE) must be done at a high standard using a similar writing style to the original materials.
- Translated materials may be checked initially and occasionally by the author of the original materials to confirm quality and consistency.
- The translator is expected to rectify any errors or omissions in their work as well as rectify/update translations if errors or omissions were later discovered in the original materials.
- Translated materials may include images that require translation. Text within these images will need to be translated by the LOTE translator and then returned to the author. The author will then provide the translated image. Translated images do not necessarily reference the translator's name.

V. Guidance Criteria for Publishing

This section identifies the Guidance Criteria governing the publication of translated BIMe Initiative materials on the translator's own website.

A. Applicability

The Guidance Criteria covered in this section are only applicable to BIMe Initiative materials as follows:

- The Guidance Criteria are only applicable to BIMe Initiative materials released through the following Knowledge Sharing Outlets: BIMthinkspace.com, BIMframework.info, and bimexcellence.org.
- For Guidance Criteria covering the [BIM Dictionary](#), please refer to or request a copy of **801in BIM Dictionary Translator's Guide**.
- For Guidance Criteria covering the corporate services materials available through BIMexcellence.com, please use the following [Contact Us form](#).
- For Guidance Criteria covering journal articles, conference papers, magazine articles, videos, slide sets, single images, and audio-visual materials, please contact info@changeagents.com.au.

B. Online Channel

The above Guidance Criteria only covers the publication of translated BIME Initiative materials through open online channels only (e.g., a publicly accessible website or blog). To seek permission or license to use BIME Initiative's materials in a commercial endeavour (any activity that has the potential to generate commercial gain), publish original or translated materials using other media (e.g. within a book or magazine), or publish the original or translated materials in a closed environment (e.g. an intranet or similar), please contact info@changeagents.com.au.

C. Materials' Visibility

Translated BIME Initiative materials need to be released in a highly visible and accessible manner:

- Translated materials need to be placed in a prominent position on the host site.
- Translated materials need to be announced on the front page of the host site.
- Translated materials cannot be combined with other non-BIME Initiative materials but can only be published under their own section, tab, or similar.

D. Publication Frequency of Published Series

Permission to translate BIME Initiative materials may cover a single article, image, or a series of articles (e.g., the BIM Episodes on BIM ThinkSpace). If the signatory wishes to translate a series of articles, then:

- Publication frequency of article series on host sites will need to be agreed. In principle, one or two articles a month is considered to be an appropriate publication frequency.
- The BIME Knowledge Affiliate can choose to start from the first episode of a published series (e.g., Episode 1 of BIM ThinkSpace). However, a contributor may choose to start at a later point in a series and may choose to skip an episode or two within a series.

E. Acknowledgments

When published, translated BIME Initiative materials must prominently acknowledge the efforts of the original author and – for corporate-sponsored translations - the efforts of individual translator(s):

- Each translated article will need to show - in a prominent position (e.g., top of page) – the (i) title of the original article in English, (ii) a link to the original article, (iii) the name of the original author, (iv) the name/address of the Knowledge Sharing Outlet, and (v) original date of publication.
- Each translated article will need to carry - in a prominent position (e.g., bottom of page) - the name of the translator, and date of re-publication.

F. Access to materials

The aim of the BIME Initiative is to spread structured knowledge. All translated materials must be released under the same license as the original materials. This typically means that both the original and translated materials are made available for use under a **Creative Commons Attribution-Non Commercial-Share Alike 3.0 Unported License** ([more info](#)).

G. Restrictions

The permission to translate, publish or republish BIMe Initiative materials has the following restrictions:

- The permission to translate BIMe Initiative's material and publish these materials should not be understood by the translator as a license to use either the original materials or the translated material in any commercial, marketing, or fee-generating activity.
- The permission to publish translated BIMe Initiative materials is only given to translators with pre-approved, established websites. No permission to publish translated materials can be granted until a host site is available for inspection for suitability for these materials.
- Permission to publish translated materials will be granted to a single pre-approved site. Any publication, re-publication, or syndication of translated materials will require separate permission.
- Permission to publish translated materials is non-transferable.
- Permission to publish translated materials will not be granted if the host site displays advertisements of products, or services, or includes paid links to sites selling any products or services. As an exception to this rule, acknowledgment of site sponsors may be displayed on the host site but not on the same page(s) where BIMe Initiative materials are published.
- Permission is granted for the fair use of both the original materials and translated materials – those provided by the signatory – for educational purposes and knowledge-sharing activities. This permission however does not allow for any alteration of the original materials without first obtaining written permission to do so. A separate permission needs to be secured for each and every alternation and for every new use.

VI. Rights to materials

As a condition to granting permission to translate or republish BIMe Initiative materials, the signatory will need to agree to the following:

- Unless otherwise noted on the materials or through subsequent written agreements, ChangeAgents AEC pty ltd (CA) retains all rights to the original materials. Any translation or publication of translated materials will not constitute an annulation, reduction, or transfer of CA's intellectual property or the copyrights and moral rights of individual authors of these materials.
- CA may use the translated materials for *educational and knowledge-sharing purposes* and may publish translated materials on existing or new Knowledge Sharing Outlets without the need for permission from the translator, provided any use or re-publication of translated materials carries proper attribution to the translator.
- CA may use any of the translated materials in commercial endeavours provided it either (i) seeks the translator's permission, (ii) involves the translator in the commercial endeavour in a to-be-agreed format, or (iii) compensates the translator – once, and at the commercial translation rates applicable at the translator's place of residence – for the translated materials used in commercial endeavours.

VII. Revoking permissions

The BIMe Initiative is a not-for-profit effort with a mission to develop and share knowledge. It is therefore important to follow all Guidance Criteria. If these criteria are not followed, ChangeAgents pty ltd (CA) will first inform the signatory to rectify any issues. If these issues are not rectified in a timely manner and to CA's satisfaction, then CA may revoke the permission(s) and require the signatory to stop using the original and translated material, and/or – if the materials are already published – to remove the original and translated materials from the public domain.

VIII. Acceptance of the Guidance Criteria

Upon acceptance of all items above, and to seek permission to translate BIMe Initiative materials, kindly complete the below form and email it to info@changeagents.com.au; thank you!

Full Name	
Place of Current Residence	
Company Name <i>If applicable</i>	
Company Address <i>If applicable</i>	
Translation Language	
Where will the translated materials be hosted? <i>Web address / domain name</i>	
Do you agree to all the Guidance Criteria? <i>YES or No please</i>	
Do you agree to be added to the BIMe Knowledge Affiliate register and email list? <i>YES or No please</i>	
Signature	
Date	

IX. Change Log

VERSION	DATE	DESCRIPTION
0.1	Jan 15, 2016	Initial draft
0.21	Aug 4, 2016	Minor changes; used with a knowledge affiliate
0.3	Nov 12, 2016	Major changes including new sections
1.0	Jul 12, 2023	Updated links

X. Contact Info

If you wish to join, support, or sponsor the BIMe Initiative, please contact us using [this form](#); thank you.