

## **Standard conditions for translating “Manual Flexible ACT”**

The “Manual Flexible ACT” has been published first in 2013 by Remmers van Veldhuizen as free downloadable information at [www.factfacts.nl](http://www.factfacts.nl).

The Manual gives a compact overview and practical information for international readers of the “Flexible ACT Model” . FACT was developed by Remmers van Veldhuizen and Michiel Bähler in the Mental Health Care Organization “GGZ NHN” in the Netherlands.

The “Manual Flexible ACT” is written and published with the objective to provide information re the Flexible ACT model in as many languages as possible on a non-profit basis.

All translations have to be granted by J.R. (Remmers) van Veldhuizen (as first author and intellectual owner of “FACT” / “Flexible ACT”) under the following standard conditions:

- 1) The translation will be realized on a "non-profit" basis. Persons can be paid as translator by organizations in their own country and sometimes also reviewers (see 5) can be financed, but the product will always have to be free available for patients, families, professionals , planners and other interested parties.
- 2) The translated Flexible ACT MANUAL has to be published and to be ‘free downloadable’ available at several websites, not only in the country where the translation has been performed but also at some Dutch websites (see below, 6 and 8).
- 3) In the translation the acronym FACT and terms like “Flexible ACT” and “FACT-team” and “FACT-board” will be not translated into other acronyms/terms. FACT teams will be mentioned FACT teams or Flexible ACT teams in every language as the name of the model.
- 4) Some terms, like “outreach” and “transmural” organization of care, will *not* be translated. For these terms the English word has to be used in any translation. This is because these terms are so specific, that it seems better to introduce a new word in a language (with the explanation of this term).
- 5) Translators accept a review of their work by one or two persons (well informed in psychiatry / native speakers in the concerned language) and cooperate with these reviewers to produce an optimal translation. Independent reviewers can be proposed by the translators , but the decision which persons will be the reviewers, will be taken by Remmers van Veldhuizen.

- 6) At the front page and/or first page of the translated Manual the translators will mention:
  - a. " Manual Flexible ACT translated in....." [language of translators]
  - b. [Title in language of translators]
  - c. In English: "This Manual was first published in English by Remmers van Veldhuizen, psychiatrist, The Netherlands in 2013 at the website [www.factfacts.nl](http://www.factfacts.nl)"
  - d. [In the translated language] = c
  - e. The author's name and address and contact information ([remmersvv@hotmail.com](mailto:remmersvv@hotmail.com), address and [www.factfacts.nl](http://www.factfacts.nl) )
  - f. The names of the translators and their contact information
  - g. Information how this publication can be cited in literature lists.
  
- 7) The organizations which supported the first English Manual have to be mentioned both in English and in the translated language. The contact information of those organizations has to be actualized (via Remmers van Veldhuizen) as short as possible before publication.
  
- 8) A digital copy of the translated FACT Manual will be sent to Remmers van Veldhuizen in order to place it as "free downloadable" at the website [www.factfacts.nl](http://www.factfacts.nl) and other connected websites, like [www.F-ACT.nl](http://www.F-ACT.nl) and [www.CCAF.nl](http://www.CCAF.nl); Translators also provide a short translated text to place on these websites [ for example: ' This manual also has been translated in [language X] ; you can find the text in [language X] as free download with a click on this button].
  
- 9) The translators will organize links at their websites to [www.factfacts.nl](http://www.factfacts.nl) and related websites, [www.F-ACT.nl](http://www.F-ACT.nl) and [www.CCAF.nl](http://www.CCAF.nl) .
  
- 10) In any research / articles re Flexible ACT [www.factfacts.nl](http://www.factfacts.nl) and other websites have to be mentioned where colleagues can find the English and translated Manuals
  
- 11) If translators or others should plan/consider to edit/publish a translated version of the FACT Manual in a written form (article, book or brochure), Remmers van Veldhuizen has first to be contacted for supplementary conditions (copies, any profits, etc).
  
- 12) Translators will try to invite Remmers van Veldhuizen at reasonable payment to join presentations of the translated Manual in their country and/or for conferences, lecturing or advising activities for implementation of Flexible ACT in their country.

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