

PEN Translates and PEN Presents Selection Panels

Terms of Reference and Recruitment Protocols

Introduction

English PEN runs two grants for literature in translation:

- [PEN Translates](#), our grant for publishers. PEN Translates supports new books in translation into English from UK publishers. We award grants to publishers to cover the costs of paying translation fees, enabling publishers to acquire and publish more translated literature while ensuring translators are paid and acknowledged properly for their work.
- [PEN Presents](#), our grant for literary translators. PEN Presents supports and showcases sample translations into English, funding the often-unpaid work of creating samples, giving UK publishers access to titles from underrepresented languages and regions, and helping diversify the translated literature landscape. Translators anywhere in the world can apply to create short samples of previously untranslated work.

Submissions for both PEN Translates and PEN Presents are administrated by the English PEN team. English PEN appoints appropriate independent assessors (literary translators or language specialists) from [our pool](#). For PEN Translates, assessors read and consider individual applications from publishers for work translated into English from a language in which they are expert, reading the original manuscript alongside the sample translation and providing a narrative report and score. For PEN Presents, assessors read and consider the samples created by shortlisted translators, for work translated into English from a language in which they are expert, reading the relevant passage from the original work alongside the sample and providing a narrative report and score.

Final decisions on grants are made by an independent Selection Panel, a seven-member jury of experts from across the literary sector. For PEN Translates, the Selection Panel consider the publishers' applications, sample translations and the assessors' reports when determining the grants they will award. For PEN Presents, the Selection Panel first consider the applicants' proposals when determining the shortlist of translators who will receive grants, and then consider the shortlisted applicants' proposals, sample translations and the assessors' reports when determining their final selection of winners for the round.

The Selection Panel is an independent group comprising different members for each grant round. They are appointed by the English PEN Translation and International Manager. The Selection Panel will have a Chair, who will be one of English PEN's Translation Advisory Co-chairs.

Recruitment protocols

Members of the Selection Panel are drawn from across the literary sector. A Panel will usually include at least one representative of each of these roles in the industry:

- a translator / writer;
- an agent / scout;
- a publisher/ publicist;
- a bookseller;
- a critic / magazine editor / journalist;
- an event programmer / cultural manager / librarian.

In each round, there will be at least two members who have previously sat on a PEN Translates or PEN Presents Selection Panel, and at least two members who have not previously sat on a PEN Translates or PEN Presents Selection Panel.

No member of the Selection Panel can have a perceived or actual conflict of interest or loyalty; agents and scouts on the Panel cannot represent any of the authors or translators of projects submitted to the round, and publishers on the Panel cannot have submitted a project to the round. If a Selection Panel member identifies another conflict of interest or loyalty for a specific project in the round, they must recuse themselves from considering, discussing and voting on the project. Neither having been involved in an (successful or unsuccessful) application to a previous round of PEN Translates or PEN Presents, nor the possibility of being involved in applications to future rounds of PEN Translates or PEN Presents, constitute a conflict of interest.

Members are recruited based on their experience and specialisms. The Selection Panel must include a diversity of skills, roles and perspectives, and must be representative of the communities we serve, per the English PEN Business Plan. These recruitment policies are informed by English PEN's Anti-Racism Audit; Accessibility Audit; Vision, Mission and Values; wider policies and procedures; and the PEN Charter.

Where Selection Panels are in place for a grant with a particular focus (such as a round of PEN Presents with a linguistic or regional focus), relevant linguistic, regional or other specialisms will be considered in the recruitment of its members.

Other than the Chair, members of the Selection Panel remain anonymous unless they wish publicly to identify themselves as members. The materials submitted by publishers and the assessors' reports are confidential, and Selection Panel members sign a confidentiality agreement before they are given access to these materials.

Terms of Reference

PEN Translates and PEN Presents awards are determined by independent Selection Panels. English PEN is not involved in assessment or selection, only making determinations on points of eligibility, its legal and statutory responsibilities as administrators of the grants, and the appointment of assessors and panellists.

PEN Translates Selection Panel members must make their decisions against the assessment criteria for the programme:

- literary quality (40% weighting);
- strength of the publishing project (30% weighting);
- contribution to UK bibliodiversity (30% weighting).

PEN Presents Selection Panel members must make their decisions against the assessment criteria for the programme:

- literary quality (40% weighting);
- strength of the project (30% weighting);
- contribution to Anglophone bibliodiversity (30% weighting).

Individual (non-Chairing) members of PEN Translates Selection Panels are responsible for:

- agreeing to and signing the Confidentiality and Conflict of Interest documents for the Selection Panel;

- reading all documentation relevant to the round, including compiled publisher applications, sample translations and assessor reports;
- submitting an initial set of online indicative scores (against the assessment criteria) for all submissions to the round ahead of the final Selection Panel meeting;
- attending any additional meetings the Selection Panel members agree through consensus to hold in advance of the final Selection Panel meeting;
- attending the final Selection Panel meeting to determine final awards, which will take place online and may last up to four hours;
- during the final meeting, recusing themselves from discussing and voting on any project for which they have a conflict of interest of loyalty;
- during the final meeting, discussing each submission and casting a single final vote on whether to award the submission a grant;
- during the final meeting, participating in reaching consensus on the financial support each grantee will receive;
- determining the final portfolio of grants for the round in line with the purpose of the programme; all final decisions on which projects are awarded and the level of financial support for each are ultimately determined by a majority vote (the Selection Panel may award “contingent grants”, requesting clarifications from applicants on important points or contingencies that emerge during the course of the final meeting that cannot be determined or resolved from the materials available to them before confirming their final portfolio; where contingent grants are awarded, English PEN will request clarification from the applicants on the points requested by the Selection Panel and revert applicant responses to the Selection Panel, after which a majority vote will be held on confirming the grant; where contingent grants arise, the determination of the final portfolio may take place after the final meeting, but must take place in a timely fashion and not affect the project schedules of the relevant proposals).

Members of the Selection Panel are paid a fee of £500 and engaged on a freelance basis for this work.

The Chair of a PEN Translates Selection Panel is responsible for:

- agreeing to and signing the Confidentiality and Conflict of Interest documents for the Selection Panel;
- reading all documentation relevant to the round, including the compiled publisher applications, sample translations and assessor reports for the round;
- submitting an initial set of online indicative scores (against the assessment criteria) for all submissions to the round ahead of the final Selection Panel meeting;
- attending and facilitating any additional meetings the Selection Panel members agree through consensus to hold in advance of the final Selection Panel meeting;
- attending and facilitating the final Selection Panel meeting to determine final awards, which will take place online and may last up to four hours;
- during the final meeting, recusing themselves from discussing and voting on any project for which they have a conflict of interest of loyalty (in which case another member of the Panel will act as chair for the duration of considering the relevant project);
- during the final meeting, facilitating and participating in the discussion of each submission and casting a single final vote on whether to award the submission a grant (the Chair’s vote shall hold equal weight to the votes of all other members of the Selection Panel; where panellists have recused themselves from voting on a project, and as a result of an even number of voting panellists the group have delivered a tied vote, the Chair’s vote shall then become casting);
- during the final meeting, facilitating and participating in reaching consensus on the financial support each grantee will receive;
- determining the final portfolio of grants for the round in line with the purpose of the programme, facilitating the final decision-making process to ensure this final portfolio

represents the majority decisions of the Selection Panel; all final decisions on which projects are awarded and the level of financial support for each are ultimately determined by a majority vote (the Selection Panel may award “contingent grants”, requesting clarifications from applicants on important points or contingencies that emerge during the course of the final meeting that cannot be determined or resolved from the materials available to them before confirming their final portfolio; where contingent grants are awarded, English PEN will request clarification from the applicants on the points requested by the Selection Panel and revert applicant responses to the Selection Panel, after which a majority vote will be held on confirming the grant; where contingent grants arise, the determination of the final portfolio may take place after the final meeting, but must take place in a timely fashion and not affect the project schedules of the relevant proposals).

Chairs of the Selection Panel are paid a fee of £500 and engaged on a freelance basis for this work.

Individual (non-Chairing) members of PEN Presents Selection Panels are responsible for:

- agreeing to and signing the Confidentiality and Conflict of Interest documents for the Selection Panel;
- reading all documentation relevant to the round, including:
 - at shortlisting stage, the compiled translator applications;
 - at the final selection stage, the shortlisted translators’ applications, sample translations, and the assessors’ reports;
- submitting online scores/votes;
 - at the shortlisting stage, in the first instance a score against each assessment criterion for each of the sifted applications; and thereafter an overall ranking in terms of strength (against the assessment criteria) on a longlist of applications based on the first set of scores);
 - at the final selection stage, an initial set of online indicative scores (against the assessment criteria) for all shortlisted projects in the round ahead of the final Selection Panel meeting;
- attending any additional meetings the Selection Panel members agree through consensus to hold in advance of the final Selection Panel meeting;
- attending the final Selection Panel meeting to determine final selection of projects, which will take place online and may last up to four hours;
- during the final meeting, recusing themselves from discussing and voting on any project for which they have a conflict of interest of loyalty;
- during the final meeting, discussing each shortlisted project and casting a single final vote on whether to include them in the final selection;
- during the final meeting, participating in reaching consensus on the final selection of winners for the round;
- determining the shortlist of applicants who will receive grants and the final selection of samples for the round in line with the purpose of the programme; all final decisions on which projects are shortlisted and included in the final selection are ultimately determined by a majority vote (the Selection Panel may determine that shortlistees or winners are “contingent”, requesting clarifications from applicants on important points or contingencies that emerge during the course of the shortlisting process and final meeting that cannot be determined or resolved from the materials available to them before confirming their shortlist and final selection; where decisions are contingent, English PEN will request clarification from the applicants on the points requested by the Selection Panel and revert applicant responses to the Selection Panel, after which a majority vote will be held on confirming the shortlistee or winner; where contingent decisions arise, the determination of the final decisions may take place after the scheduled end of the shortlisting process or the final meeting, but must take place in a timely fashion and not affect the project schedules of the relevant proposals).

Members of the Selection Panel are paid a fee of £500 and engaged on a freelance basis for this work.

The Chair of the PEN Presents Selection Panel is responsible for:

- agreeing to and signing the Confidentiality and Conflict of Interest documents for the Selection Panel;
- reading all documentation relevant to the round, including:
 - at shortlisting stage, the compiled translator applications;
 - at the final selection stage, the shortlisted translators' applications, sample translations, and the assessors' reports;
- submitting online scores/votes;
 - at the shortlisting stage, in the first instance a score against each assessment criterion for each of the sifted applications; and thereafter an overall ranking in terms of strength (against the assessment criteria) on a longlist of applications based on the first set of scores);
 - at the final selection stage, an initial set of online indicative scores (against the assessment criteria) for all shortlisted projects in the round ahead of the final Selection Panel meeting;
- attending and facilitating any additional meetings the Selection Panel members agree through consensus to hold in advance of the final Selection Panel meeting;
- attending the facilitating the final Selection Panel meeting to determine the final selection of projects, which will take place online and may last up to four hours;
- during the final meeting, recusing themselves from discussing and voting on any project for which they have a conflict of interest of loyalty (in which case another member of the Panel will act as chair for the duration of considering the relevant project);
- during the final meeting, facilitating and participating in the discussion of each shortlisted project and casting a single final vote on whether to include them in the final selection (the Chair's vote shall hold equal weight to the votes of all other members of the Selection Panel; where panellists have recused themselves from voting on a project, and as a result of an even number of voting panellists the group have delivered a tied vote, the Chair's vote shall then become casting);
- during the final meeting, facilitating and participating in reaching consensus on the final selection of winners for the round;
- determining the shortlist of applicants who will receive grants and the final selection of samples for the round in line with the purpose of the programme, facilitating the final decision-making process to ensure this final selection represents the majority decisions of the Selection Panel; all final decisions on which projects are shortlisted and included in the final selection are ultimately determined by a majority vote (the Selection Panel may determine that shortlistees or winners are "contingent", requesting clarifications from applicants on important points or contingencies that emerge during the course of the shortlisting process and final meeting that cannot be determined or resolved from the materials available to them before confirming their shortlist and final selection; where decisions are contingent, English PEN will request clarification from the applicants on the points requested by the Selection Panel and revert applicant responses to the Selection Panel, after which a majority vote will be held on confirming the shortlistee or winner; where contingent decisions arise, the determination of the final decisions may take place after the scheduled end of the shortlisting process or the final meeting, but must take place in a timely fashion and not affect the project schedules of the relevant proposals).

Chairs of the Selection Panel are paid a fee of £500 and engaged on a freelance basis for this work.