Schweizerische Eidgenossenschaft
Confédération suisse
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Federal Chancellery FCh
Digital Transformation and ICT Steering DTI

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Translating these guidelines

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Every document in `docs/` carries **all five languages in one `.adoc` file**. There is no per-language copy of a file and no per-language directory — those were removed on purpose, because five copies of a document drift apart the first time someone fixes a typo in only one of them.

Two kinds of file are outside that rule. `docs/partials/` holds fragments, which are one file per language; they have a section of their own below. The contributor documentation at the repository root — this page and DEVENV-SETUP.adoc — is English-only, and says so with `:l10n-languages: en`.

One five-language document is easy to overlook because it does not sit in `docs/` with the others: `docs/assets/em002-2/md/README_template.adoc`, the README template Em002-2 hands out. `render-docs` publishes it like any other document, and it needs translating like any other document.

1. How a document is structured

```
:lang: en                                   (1)
ifeval::["{lang}" == "en"]
= Em002-5 EMOTA and OSS Factsheet           (2)
:title-logo-line1: Federal Chancellery FCh
:title-logo-line2: Digital Transformation and ICT Steering DTI
endif::[]
ifeval::["{lang}" == "de"]
= Em002-5 Merkblatt EMBAG und OSS
:title-logo-line1: Bundeskanzlei BK
:title-logo-line2: Digitale Transformation und IKT-Lenkung DTI
endif::[]
…fr, it, rm…
:govpress-style: report                     (3)
:title-logo-base: color
:toc:
…

ifeval::["{lang}" == "en"]                  (4)
…the whole English body…
endif::[]

ifeval::["{lang}" == "de"]
…the whole German body…
endif::[]

…fr, it, rm…
```

1. **Must stay the first line.** It is the default language when nobody pins one, which is what GitHub's `.adoc` preview and the open-govpress desktop app use. Without it the `ifeval::` guards have no `{lang}` to compare against and the document renders empty.
2. The **title** and the two **Kennzeichnung** lines are per-language.
3. Every other attribute is shared, written once, after the title chain.
4. The body is five blocks, always in the order `en, de, fr, it, rm`.

Language codes are the bare subtags `en de fr it rm` — never `de-CH`. Nothing anywhere reduces a region subtag to its base: `open-govpress render --lang de-CH` exits with `unknown --lang "de-CH"`, and a document whose own `:lang:` is `de-CH` fails on its caption include, which is resolved by exact filename. No `ifeval::` would match it either.

Two further attributes are shared and must survive translation unchanged: `:revnumber:` and `:revdate:`, which date the document, and `:url-repo:`, the repository URL written once in the header and referenced as `{url-repo}` in the body of eight documents. Translate neither the attribute name nor the reference — `{url-repo}` is an attribute reference, not text, and expanding it by hand puts the URL back in 64 places.

1.1. The Kennzeichnung

Captions, the TOC heading and admonition labels are localised by open-govpress from the active language. Leave them alone.

The **Kennzeichnung** on the title page is stated by the document itself. Lines 1 and 2 sit in the per-language blocks and must read exactly:

lang	line1	line2
en	Federal Chancellery FCh	Digital Transformation and ICT Steering DTI
de	Bundeskanzlei BK	Digitale Transformation und IKT-Lenkung DTI
fr	Chancellerie fédérale ChF	Transformation numérique et gouvernance de l’informatique TNI
it	Cancelleria federale CaF	Trasformazione digitale e governance delle TIC TDT
rm	Chanzlia federala ChF	Transfurmaziun digitala e direcziun da las TIC TDT

Sector names are from the Federal Chancellery’s own pages — de, fr, it, en, rm. Note the sector abbreviation differs per language: **DTI** in German and English, **TNI** in French, **TDT** in Italian *and Romansh*.

The logo above those lines is picked by `:title-logo-base:`, which is shared rather than per-language: the asset is the same in all five. The Em002 documents and the README template Em002-2 hands out carry `color`. This page, DEVENV-SETUP.adoc, the repository README and the `docs/index.adoc` language index carry `black`, being documentation **about** the guidelines rather than part of them. open-govpress takes `colour` as a synonym and falls back to `black` for anything else, the attribute being absent included — so a new document that says nothing gets the black mark by default rather than by decision.

2. Building

```
render-docs            # all five languages into build/
render-docs de rm      # just those two
```

Check a single document while translating it:

```
for l in en de fr it rm; do
  open-govpress render --lang "$l" -o "build/$l/" docs/em002-5.adoc
done
```

The trailing slash matters. With one input file, `-o` is a directory only when the path ends in a separator or already exists, so `-o build/de` on a clone that has never rendered writes a PDF into a **file** called

`build/de`.

A near-empty PDF means that language's body block is missing. A malformed `endif::[]` does not get that far: asciidoctor reports it as an error and `tools/check-asciidoc.sh` fails the commit before anything is rendered. The third cause is asking for a language the document opted out of.

A document that is not translated — contributor documentation, or a guideline whose other four blocks are not written yet — names the languages it has:

```
:l10n-languages: en
```

`render-docs` then builds it only in those languages, instead of rendering the English text five times and giving it a row on each of the five index pages. It still has to **parse** in all five, because `tools/check-asciidoc.sh` checks every language regardless; the guards simply yield an empty body.

3. Terminology

en	de	fr	it	rm
EMOTA	EMBAG	LMETA	LMeCA	EMBAG
Federal Chancellery FCh	Bundeskanzlei BK	Chancellerie fédérale ChF	Cancelleria federale CaF	Chanzlia federala ChF
FOBL	BBL	OFCL	UFCL	UFCL
CCPP	KBB	CCMP	CCAP	CCA
FITSU	ISB	USIC	ODIC	ISB
DTI sector	Sektor DTI	secteur TNI	settore TDT	sectur TDT
open source software (OSS)	Open-Source-Software (OSS)	logiciel open source (OSS)	software open source (OSS)	software open source (OSS)
checklist	Checkliste	liste de contrôle	lista di controllo	glista da controlla
SR 172.019	SR 172.019	RS 172.019	RS 172.019	CS 172.019
Strategic Guidelines (Em002)	Strategische Leitlinien	Lignes directrices stratégiques	Linee guida strategiche	Directivas strategicas
guidelines (Em002-3/-4/-7)	Leitfaden	guide	guida	guida
practical guidelines (Em002-1)	Praxisleitfaden	guide pratique	guida pratica	guida pratica
instructions (Em002-2)	Anleitung	instructions	istruzioni	instrucziuns
information sheet / factsheet	Merkblatt	aide-mémoire	promemoria	fegl d'infurmaziun
administrative unit (OU)	Organisationseinheit (OE)	unité d'organisation (UO)	unità organizzativa (UO)	unitad d'organisaziun (UO)

The law-collection designator is translated along with everything else — `SR` in German and English, `RS` in French and Italian, `CS` in Romansh — so `footnote:[SR 172.019]` is correct in two languages out of five and wrong in the other three.

Romansh (Rumantsch Grischun) is the weakest link. `EMBAG` is used as the short title because it is the abbreviation Romansh federal texts cite; if Fedlex publishes a Romansh abbreviation for CS 172.019, use that instead. The Romansh text in this repository has not been reviewed by a Romansh speaker.

4. Rules

- **Preserve every AsciiDoc construct exactly.** `footnote:[]`, `image::` macros, `|===` table delimiters and cell counts, `a|` cell prefixes, inline roles such as `[.underline]#…#`, `'''` rules, `+` line breaks, and the bare block attribute lines that sit above a block and are the easiest thing in the file to lose: `[%interactive]` above a `* [ ]` list is what turns those items into real form fields in the PDF, and `[.landscape]` above a wide table is what gives it a turned page.
- **Use unconstrained bold where a footnote abuts it.** `*Digital Switzerland Strategy*footnote:[…]` never closes its bold, and the asterisks reach the page as literal text; write `**Digital Switzerland Strategy**footnote:[…]` instead. The same goes for italic. Nothing warns you — the document renders, with asterisks in it.
- **Translate image alt text.** Image *paths* are per-language where the picture contains words: `assets/four-cs/four-cs.de.svg` belongs in the German block and nowhere else. There are two such sets, `four-cs.<lang>.svg` and `four-cs-cases.<lang>.svg`. Both are generated — edit `tools/make-four-cs-svg.sh` and re-run it, never the `.svg` files.
- **Translate `link:…[display text]`, never the target.** Targets are relative `.pdf` paths because the links are followed inside the rendered PDFs, where the documents of one language sit side by side in one directory. They resolve correctly as of open-govpress 0.0.14, which rewrites each annotation back to the authored string after printing; before that the CLI baked in its own loopback origin and every one of the 1,100 targets led nowhere. Nothing was rewritten to work around it, which is why nothing had to be undone.
- **Switch the language segment of admin.ch and fedlex.admin.ch URLs** to match (`…/2023/682/en#art_9` → `…/2023/682/de#art_9`). Leave a URL alone when only one language of it exists, which is the majority: `intranet.bbl.admin.ch`, `www.bkb.admin.ch`, `intranet.dti.bk.admin.ch` and `beschaffung.admin.ch` are German-only and are cited as such in the English source too. **The Romansh block keeps the German segment** almost throughout — admin.ch publishes very little in Romansh, and 42 of the 51 admin.ch URLs in that block point at `/de` on purpose.
- **Keep abbreviations that the English source keeps**, such as `ISBO / DSBO` and `Application Manager`.
- Section numbering is generated (`:sectnums:`), so cross-references that name a section number stay valid in every language as long as the section structure is identical. Keep the same headings in the same order in all five blocks.

5. Diagrams

Diagrams are Mermaid blocks, opened with `[mermaid,align="center",alt="…"]` and delimited by `….`, never `----`. Their labels are text you translate like any other. Five rules, each of which has bitten:

- **Never add `theme:`, `themeVariables`, a `---` frontmatter block or an `%%{init: …}%%` directive.** open-govpress generates the whole Mermaid palette from the document's own design tokens — a couple of hundred theme variables from sixty-odd tokens; any inline theme override throws all of it away and the diagram renders off-brand.
- **Never set `layout: elk`.** The ELK package is not bundled, and the block would fail to load its layout.
- **`end` is a reserved word** and silently breaks a flowchart. Quote any node label that is just that word: `Fin(["Ende"])`, never a bare `[Ende]`.
- **Every block needs `alt=`**, translated. Without it the diagram reaches the PDF as an unlabelled figure and a screen reader reads its node labels in layout order, which is word salad.
- **`block-beta` does not take flowchart edge labels.** In a `block-beta` diagram an edge is written `A-- "label" -->B`; the flowchart spelling `A -->|"label"| B` does not fail, which is the dangerous part — Mermaid draws an extra block containing the literal text `|"label"|` and runs the arrow into it, leaving the intended target unconnected.

A block that fails to parse degrades to a listing of its own source rather than disappearing, so check the rendered PDF: Mermaid keywords in the text layer mean a diagram did not draw. Not every breakage announces itself that way, though — the `block-beta` case above parses cleanly and draws the wrong picture — so look at the figure, not just the log.

Colour is used only where it carries meaning that the structure does not — the licence-compatibility graph in Em002-3, the document map, and the highlighted node in Em002-4's digital-sovereignty diagram. Those three carry a `classDef` with an explicit `fill:`; copy it across untouched. Elsewhere the near-monochrome house palette is correct, not a bug.

6. Shared fragments

`docs/partials/` holds fragments that several documents `include::`, one file per language — the map of Art. 9 documents, which four documents show and `Em002` shows twice, and the shared `abbreviations.<lang>.adoc`, `glossary.<lang>.adoc` and `references.<lang>.adoc` lists. **Translate the partial, not the inclusion**, and keep the language of the file matching the `ifeval::` block that includes it. They are per-language in exactly the way `document-map.<lang>.adoc` is: five files, one per language, never one file with five blocks inside it.

A fragment is not a document: `render-docs` and `tools/site-index.sh` exclude `docs/partials/` so it never becomes a PDF of its own. A missing `include::` still writes a PDF — only a fatal conversion writes nothing — but it is not silent: the renderer exits 3 for an unresolved include, so the exit status is the signal to watch.

6.1. Tagged partials

Several documents share one abbreviation list, one glossary and one set of reference entries, but no document wants all of any of them, so each takes the slice it needs by tag:

```
include::partials/glossary.en.adoc[tags=gloss-em002-7]
```

and the partial marks its slices out:

```
// tag::gloss-em002-7[]
[St2024]::
```

```
Report on digital sovereignty …
// end::gloss-em002-7[]
```

- **`// tag::name[]` and `// end::name[]` are structure, not comments.** They render as nothing at all, which is exactly why they get tidied away. Copy them across verbatim, never translate a tag name, and close nested regions innermost first — a region opened inside another has to end before it. Crossing them or leaving one open is a `WARNING`, so `tools/check-asciidoc.sh` stops the commit.
- **One tag per include.** Every include in this repository selects exactly one region, and that is the policy, because the separator is a trap: `tags=a,b` is neither an error nor a warning. The unquoted comma ends the attribute, so it means `tags=a` and everything under `b` disappears in silence — taking the two `references` regions as a test, `tags=a;b` selects 46 entries and `tags=a,b` selects 19, with nothing said either way by asciidoctor or open-govpress at any log level. `;` is the separator, `tags="a,b"` works because the quotes keep the comma inside the value, and one tag avoids the question.
- **An entry keeps its `[Key]::` shape.** The prose cites it as `[St2024]`, and AsciiDoc knows of no connection between the two, so a citation whose entry a tag did not select renders as an ordinary bracketed label with nothing behind it. Translate the description, never the key and never its brackets. `tools/check-asciidoc.sh` is the only thing that will notice — but it compares the citations of the whole corpus against the entries of the whole corpus, once per language, so it catches a key that no list defines and misses one that went missing from a single language's list while another still defines it. That case is on you.

7. Status

The German, French, Italian and Romansh texts are **unreviewed machine translation**. The binding versions of these documents are the ones published in the official languages on the Federal Chancellery website. An FCh translation review is required before the non-English versions here are treated as anything more than drafts.