



TRANSLATION GUIDELINE

1.0 Purpose

To outline the circumstances in which CPATH will engage in translation and/or interpretation between the English and French languages.

2.0 Background

As a national organization, CPATH's representativeness depends on its ability to both receive and communicate information in both official Canadian languages. Although translation facilitates the participation of and interaction between individuals who speak both French and English, a desire to increase the organization's reach specifically into Francophone communities has been explicitly identified as a priority in the [2013-2018 Strategic Plan](#).

3.0 Policy

3.1 CPATH will endeavour to ensure that the following *written* materials are communicated to the membership in both English and French:

- 3.1.1 All communications to membership
- 3.1.2 Conference materials, as determined by the chair of the Translation Committee.
- 3.1.3 All strategic documents
- 3.1.4 All position papers (or summaries of position papers, if longer than three pages)
- 3.1.5 All job postings, expressions of interest, and requests for proposal

3.2 Under normal circumstances, CPATH will *not* translate these written materials:

- 3.2.1 Content from outside sources, including newsletters, articles, calls for submissions, etc.
- 3.2.2 Internal communications, policies, and documents (meeting minutes, etc.) whose primary audience is not the CPATH membership.

3.3 If it is unclear whether translation for a particular material is indicated, the Translation Committee may be consulted.

3.4 Due to the associated cost, simultaneous interpretation will only be provided if sufficient funds are available. The organizing committee for the biennial conference



and for any other CPATH event should endeavour to secure funds for interpretation if possible.

3.5 It is the responsibility of all Board Members to ensure that eligible materials are translated. The Executive will ensure that a portion of the annual budget is devoted to the translation of materials ordinarily produced during the fiscal year. For special projects and initiatives, committee chairs and initiative coordinators should endeavour to secure funds for translation in any grant proposal, project budget, etc.

3.6 Due to translation's importance to CPATH's core mission and the volume of the work required, the Board of Directors will ordinarily gift complimentary memberships to its core group of volunteer translators. These individuals will be annually identified by the Translation Committee. This does not preclude recognition of appreciation through other means.

4.0 Procedure

4.1 Under normal circumstances, requests for translation may be sent directly to the chair of the Translation Committee. S/he will direct the material(s) to volunteer translators, if required.

4.2 The Translation Committee may, with the consent of the CPATH Executive and following the processes laid out in the CPATH Finance Policy, secure paid translation services as it sees fit, provided that any of the following criteria are satisfied:

- 4.2.1 Funds have been secured to pay translators, or
- 4.2.2 The material to be translated exceeds in length or complexity what could reasonably be expected of a volunteer translator, or
- 4.2.3 A turn-around time quicker than what could reasonably be expected of a volunteer translator is required.