

New Brunswick Hospice and Palliative Care Association (NBHPCA) Translation & Bilingualism Policy

January 2011

Purpose: This policy is designed to inform members and affiliates about NBHPCA/ASPNB on how the NBHPCA-ASPNB ensures translation of written material.

Policy:

- 1) **Commitment to Bilingualism:** As the province of New Brunswick is the only officially bilingual province within Canada and NBHPCA/ASPNB is a provincial association committed to bilingualism, NBHPCA/ASPNB is constantly striving to maximize the number and amount of communications, programs and services available to its membership in both official languages.
- 2) **Communication in Language of Choice:** NBHPCA/ASPNB will request that members indicate their language of preference (English or French) on their membership forms and in turn will make every effort to communicate with its members in their preferred language as indicated.
- 3) **Budgetary Constraints:** While every effort will be made to continue to expand the type and volume of material available in both official languages, budgetary considerations currently prevent NBHPCA/ASPNB from providing all communications, programs and/or services in both official languages.
- 4) **The board will:** Prepare an annual translation budget for submission to the NBHPCA/ASPNB Treasurer by December 1 of each year; and will determine which communications, programs and/or services as allowed by budget, will be translated;
- 5) **The following items will be made available by NBHPCA/ASPNB in both official languages:**
 - a) Membership application and/or renewal forms;
 - b) NBHPCA/ASPNB bi-laws
 - c) Materials pertaining to the annual NBHPCA/ASPNB education day;
 - d) Materials pertaining to elections;
 - e) Materials pertaining to participation in the Annual General Meeting;
 - f) Simultaneous interpretation will be provided at Annual General Meetings
 - h) Competitions for grants and awards
- 6) **Electronic Communications:** To ensure that electronic communications continue to be a timely, responsive and cost-efficient method of communicating with NBHPCA/ASPNB members, and that essential communications are available in both official languages, the guidelines are provided to determine which communications will be translated:

a) Committees: the NBHPCA/ASPNB board will encourage all committees to submit any communications for web publication in both official languages; translation costs for any communications to be covered in individual committee budget; committee chair is responsible for providing translated material. All publication ready material will be forwarded to the webmaster through the President/ designate who will be responsible for forwarding the translated material to the webmaster in a timely manner.

b) Regional Representatives: the board will encourage all NBHPCA/ASPNB Regional Representatives to submit any communications for web publication in both official languages as per 6

c) Messages from External Partners: NBHPCA/ASPNB will encourage all external partners to provide communications in both official languages but will not incur costs to translate on behalf of our partners

d) Messages from the BOD: Before messages are sent to the membership, the BOD will determine if each item needs to be translated and will build the appropriate budget and timeline for translation

e) External Groups

(1) Endorsements: NBHPCA/ASPNB will inform all companies seeking endorsement its efforts to be a bilingual association, and will encourage all companies to translate items.

(2) Sponsors and advertisers: NBHPCA/ASPNB will encourage all sponsors to provide information in both official languages

(3) Partner Associations: NBHPCA/ASPNB will inform all partner associations of its efforts to be a bilingual association, and will encourage all companies to translate items.

7) Website: The NBHPCA/ASPNB website will continue to be developed as a timely and cost-efficient method of communicating with its members with every effort made to increase the website content available in both official languages. Website content will be posted in the language of submission, with decisions regarding translation of website content to be made by the communications committee

8) Annual Conferences: Budget allowing, the following procedures will be followed for NBHPCA/ASPNB Annual Conferences:

a) Abstracts will be accepted in both official languages and, if accepted for presentation, will be presented in the language of submission.

b) Simultaneous interpretation services (from English to French or French to English) will be made available for all plenary sessions including AGM.

c) For all conferences the following items will be translated:

(1) Call for Abstracts

- (2) Theme of the conference
- (4) Description of keynote presentations
- (5) Registration Brochure
- (6) President's message
- (7) General conference information