Translation Policy

Purpose and Scope of Policy

The Translation Policy defines the policies, fundamental principles, basic guidelines and procedures with regard to translation services at the AFMC.

Principles

1. The AFMC is a bilingual organization. As such, its working languages are English and French.

2. Communications with members and stakeholders should, whenever appropriate, be available to them in the official language of their choice.

3. It is essential that terms and/or concepts keep the same meaning in both languages.

4. All translations and the manner in which they are presented must be of the highest possible quality as they are a visible expression of the AFMC reputation and brand, and commitment to providing excellent service to its members, stakeholders and the public.

Definitions

Translation is best seen as a communication process allowing the transfer or the transposition of a message/written content from a source language into a target language. It is a complex process involving, in addition to the information transfer from language to another, ensuring a semantic equivalency (consistency of words and their meaning). The translation process also includes a revision process, which must be factored in as part of the planning and estimation of translation times.

Policy

1. The requirement to translate documents will be based on two main factors: the target audience and the nature of the content.

1.1 Access:

a) Documents and other materials, hard copy and electronic, issued by the AFMC to be broadly disseminated and accessible by members, stakeholders and the public will be translated prior to dissemination.

b) Documents and other materials, hard copy and electronic, that are created for a targeted audience (refer to 1.2 b below), but will be publicly accessible will not require translation in their entirety. However, an executive summary/abstract will be required in both official languages prior to dissemination.

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1 The term “translation” is defined in the Definitions Section.
c) On a case by case basis, and in truly exceptional circumstances, documents and other materials, hard copy and electronic, submitted in only one language will be considered for dissemination or web-posting, when arrangements have been made to have the translated version available within three business days. Such cases are to be approved by the President and CEO or his/her designate.

1.2 Content:

a) All formal regulatory documents (i.e., Bylaws, policies/guidelines, Board of Directors and Executive Committee minutes) will be translated.

b) Originating communications from the AFMC in social media must be translated. Any resulting replies, comments and postings will generally remain in the source language as received. On a case by case basis, discussed in advance with the Office of the Vice President, External Affairs and Government Relations, an executive summary of comments may be provided in both languages to facilitate open, ongoing discussion that is fundamental to the success of social media efforts.

Guidelines

Translation is not a simple word for word transposition. Since translation is an interpretive process that is sensitive to the nature of the document (e.g., a technical as compared to a promotional document), every reasonable effort will be made by the translators to ensure that the meaning or concepts are relayed using a vocabulary and grammatical rules appropriate to the nature of the document, target language and readers. In addition, editorial judgment will be required by AFMC staff to account for limitation of space, readability and source language in formatting/layout and placement of translated texts.