



# Translation Policy

20 February 2007

## §1 – PRINCIPLES

This policy is based on the following principles:

- (a) Government regulation of its own language use, including steps to facilitate clear communication; to train and recruit personnel; to guarantee due process; to foster political participation; and to provide access to public services, proceedings, and documents is essential in order to determine how languages are used in public contexts; to cultivate language skills needed to meet national priorities; and to establish the rights of individuals or groups to learn, use, and maintain languages.
- (b) Under the provisions of Article 3 of the *Law Establishing the Official Languages of the Principality of Tartupaluk* (P-LAW-2006-3), the Office of the Prince is responsible for specifying, by regulation, a single, standard dialect and orthography for each official language of the Principality for use in public administration.
- (c) Since independence, little progress has been made in the progressive use of Inuktitut in official business. Substantial work is still being done exclusively in English.
- (d) Doing official work in Inuktitut will speed development in the Principality, facilitate government outreach, and bring transparency to administration.

## §2 – APPLICATION

This policy applies to translation requests from all citizens and eligible government departments, branches, offices, and agencies of the Government of Tartupaluk.

## §3 – PROVISIONS

Article 4 of the *Law Establishing the Official Languages of the Principality of Tartupaluk* (P-LAW-2006-3) provides that any law of the Principality or international agreement to which the Principality is a party written in a foreign language shall be translated into at least one official language of the Principality before the Prince gives his assent to the instrument.

Article 8 of the *Law Establishing the Official Languages of the Principality of Tartupaluk* (P-LAW-2006-3) provides that all final decisions, orders and judgments, including any reasons



given for them, issued by any court or tribunal or other similar institution or body of the Government of the Principality shall be issued in all official languages where either the decision, order or judgment determines a question of law of general public interest or importance or the proceedings leading to the issue of the decision, order or judgment were conducted in whole or in part in more than one official language of the Principality.

This policy is issued under the authority of the Executive Council with the authority to make exceptions and approve revisions to this policy.

The Language Bureau of the Office of the Prince is accountable to the Executive Council for the implementation of this policy.

#### §4 – PROCEDURES

Citizens and eligible government departments, branches, offices, and agencies will request translation services as follows:

- (a) Forward the translation request, including either electronic, hard copy document, or recorded material in source language, electronically or by mail to the Language Bureau.
- (b) Advise the Language Bureau regarding the source language of the material and the language(s) into which the material should be translated.
- (c) Advise the Language Bureau if the translation requirement is urgent, or when the translation is required.

The Language Bureau will respond to requests for translation services as follows:

- (a) Approve all eligible requests for the translation of written or recorded material into one or more official languages of the Principality, and such other requests as it considers appropriate.
- (b) Ensure an accurate record of translation requests is maintained, and all requests receive an acknowledgment, including a projected date for completion, if approved.
- (c) Provide a timely response to all requests for the translation of written or recorded material.
- (d) Subject to any law, policy, or regulation to the contrary, ensure that the Office of the Prince pays for reasonable translation costs from its budget allocation.
- (e) Ensure that translators comply with every law, policy, or direction that requires government documents be kept confidential.

- (f) Translate material into an official language of the Principality using the standard orthography and dialect specified by regulation for use in public administration.

## §5 – ELIGIBILITY

Eligibility to receive translation services under this policy is restricted to citizens and government departments, branches, offices, and agencies other than the Ministry of Foreign Affairs.

The following are not eligible under this policy:

- (a) all expenses related to the printing or publication of translated material.
- (b) the cost of any material translated by a citizen or an eligible government department, branch, office, or agency if a request for the translation of such material was not previously approved by the Language Bureau.
- (c) translation services involving professional or expert terminology where the required professional or expert translation skills are not available to the Language Bureau.
- (d) translation of any written or recorded material if the cost of the translation will cause the Language Bureau's budget appropriation to be exceeded.

Where a request for translation services is declined because required professional or expert translation skills are not available to the Language Bureau, the affected citizen or eligible government department, branch, office, or agency may request a collaborative review or propose a joint translation strategy that includes a means of obtaining for the Language Bureau the translation capacity required for the professional or expert function.

A translator's ability to provide translation services pursuant to this policy will be established by submitting an application to the Ministry of Human Resources.

## §6 – CONSISTENCY OF USE

Before a government department, branch, office, or agency approves any non-personal proper name or terminology, government nomenclature, symbol, government signature, title, sign, logo, brand, or program or service identity containing text, it must be reviewed and approved by the Language Bureau.

## §7 – PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this policy shall in any way be construed so as to limit the prerogative of the Executive Council to make decisions or take action respecting the provisions of this policy.