



**ASSOCIATION DES EMPLOYÉS DU NORD QUÉBÉCOIS (CSQ)**

ᐃᐅᑲ ᑕᑖᑖᑭᑭᑦᑕ ᐱᑭᑦᑕᑕᑕ ᑲᑕᑕᑖᑖᑕᑕᑕᑕᑕ

**ASSOCIATION OF EMPLOYEES OF NORTHERN QUEBEC**

ᑲ ᑭᑭᑕ ᑕᑕᑕᑕᑕᑕᑕ ᑕᑕᑕᑕᑕᑕ ᐃᐅᑲ

**POLICY ON THE TRANSLATION OF WRITTEN DOCUMENTS**

## **OBJECTIVES:**

- Recognize that the majority of our members are Native and are fighting for linguistic survival.
- Respect the four languages (French, English, Inuktitut and Cree) AENQ members use.
- Ensure that internal union communication is efficient, rapid and functional.
- Respect AENQ budgetary limits.

## **1. TRANSLATION OF WRITTEN DOCUMENTS**

### **1.1 The following AENQ documents must be translated into all four languages:**

- AENQ Executive Committee decisions report;
- The AENQ by-laws;
- AENQ Congress minutes;
- AENQ Native Committee meeting minutes.

1.1.2 The translation of any Association document not listed above and that entails an expense must receive the authorization of the Secretary-Treasurer.

### **1.2 Other documents**

Any other document produced by and/or used to fulfil the mandates of the Association may be translated into the four languages.

## **2. COMMUNICATIONS**

### **2.1 Urgent documents**

It may be necessary to produce certain notices or information for the members immediately. In these exceptional cases, the AENQ may send documents translated only into English and/or French in order to ensure that the majority of the members are informed as quickly as possible.

### **2.2 Documents for union delegates**

Documents for a union delegate may be translated, if necessary, in order to respect the language of the delegate.

### **3. RESOURCES AND RATES**

- 3.1 Executive Committee and the Sector Council members should translate their own documents, when possible.
- 3.2 Executive Committee and the Sector Council members are responsible for the translation of the documents that they produce or use, and must ensure that these translations are carried out and that they respect this policy.
- 3.3 The authorized translation rates for a freelance translator, professional or otherwise, recommended by the Executive Committee of the Association are:
  - a) Translation from French to English or from English to French:
    - Hourly rate: \$50.00/hour
    - Per-word rate: \$0.22/word
  - b) Translation from or into Inuktitut or Cree:
    - \$40.00/page (maximum of 155 words per page)
    - Per-word rate: \$0.45/word
- 3.4 The authorization of the Secretary-Treasurer is required in the event that the services of a professional freelance translator whose rates are higher than those listed above are needed.
- 3.5 The use of the services of a professional translation firm must be considered as exceptional and a last resort when no freelance translator is available. The use of such services must be authorized by the Secretary-Treasurer.
- 3.6 Executive Committee members, Sector Council members and members taking part in activities are not considered as freelance translators under this policy.