

Instructions

Addition of a resource to the Official Languages Hub®

You will find below instructions to help you complete the form to add a resource to the Official Languages Hub®. Please be sure to complete all fields of the form according to the instructions below, in the official language of your choice. We only need one form per resource.

Please note that if you have not already done so, you must put your resource on a web page so that it can be accessible from the Official Languages Hub® (see point 7).

1. Name of the institution

Enter the name of the institution responsible for the resource (name of the department, agency or Crown corporation).

2. Email address

Enter the email address of the team responsible for the resource. If possible, enter the address of a generic mailbox.

3. Title of French page

Record the first title found at the top of the French page. Please transcribe the title, exactly as it appears. You will find an example below (highlighted in yellow):



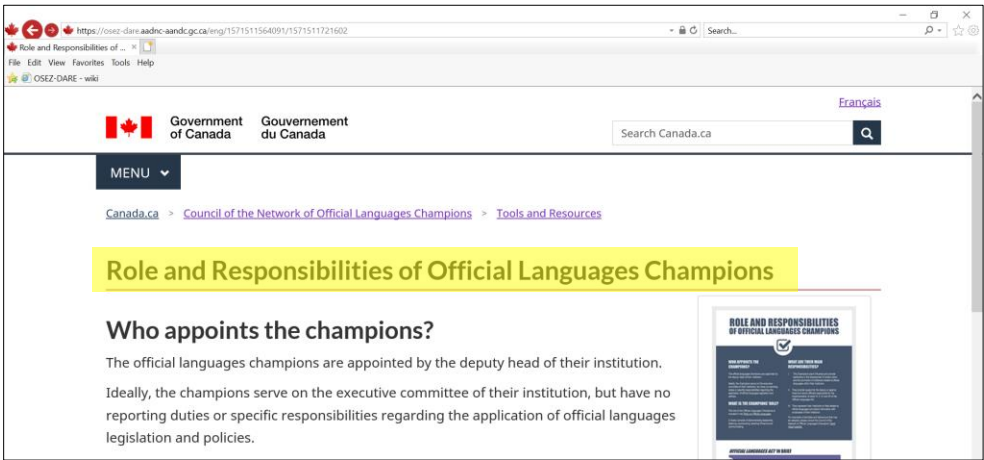
4. URL for French page

Copy the complete URL from the address field on the French page. You will find an example below (highlighted in yellow):



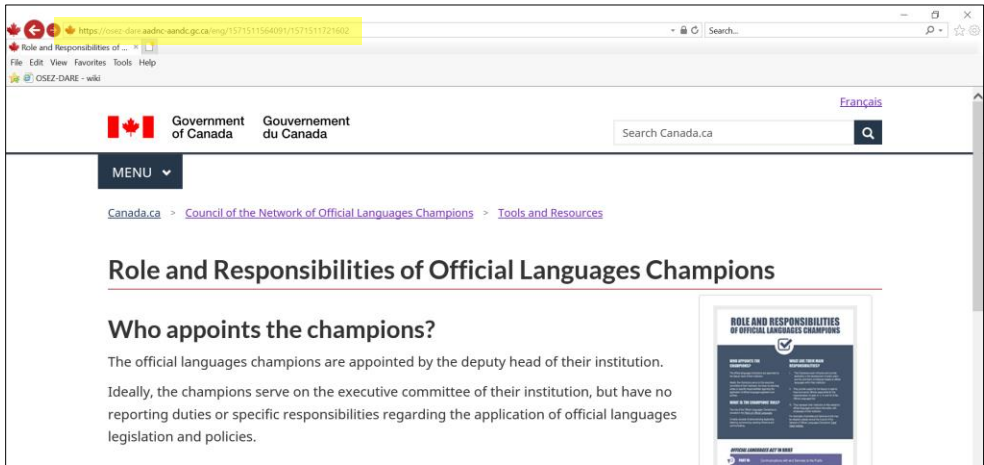
5. Title of English page

Record the first title found at the top of the English page. Please transcribe the title, exactly as it appears. You will find an example below (highlighted in yellow):



6. URL for English page

Copy the complete URL from the address field on the English page. You will find an example below (highlighted in yellow):



7. Source

Your resource must be on a web page. If it is not already there, you will need to put it on a Canada.ca web page, on your institution's web page, or in one of the [GCTools](#) before submitting your form. It is your responsibility to review the standards and settings and select the appropriate platform for your institution.

Here are the different options:

Types	Sources
Websites (pages accessible to anyone)	Web page on Canada.ca
	Web page from your organization (not on Canada.ca)
	Web page on YouTube
	Web page on GCwiki, accessible from https://wiki.gccollab.ca (“wiki.gccollab.ca” must appear in the URL)
GCintranet or GC extranet pages (pages accessible to federal public servants only)	Web page on GCintranet, accessible from http://intranet.canada.ca/index-eng.asp (“intranet.canada.ca” must appear in the URL)
	GC extranet page (page that is neither in GCintranet nor GCpedia, but accessible to all federal public servants and not only employees of your department or organization)
GCpedia (pages accessible to federal public servants only)	Page on GCpedia, accessible from http://www.gcpedia.gc.ca/wiki/?setlang=en (“gcpedia.gc.ca” must appear in the URL)

Do not include:

- your organization’s intranet pages;
- web pages from organizations other than your own;
- web pages that do not belong to the Government of Canada (for example, pages for projects carried out in partnership with a university or for events sponsored by your organization).

It is possible to add PDF documents, as long as they comply with the WCAG 2.0 rules. Recent PDFs generally do not present accessibility issues. However, in the case of new content to be created, it is always preferable to offer an HTML version with a PDF document that can be offered as a printable version, for example.

Word and PowerPoint documents cannot be indexed, so please save them in PDF format before adding them to a web page.

Please note that it remains the responsibility of each organization to ensure that its content offered to the public or to public servants meets the accessibility rules for PDFs.

8. Content type

Choose one or more content types from the list below, on the basis of the descriptions and examples provided. Examples of resources associated with relevant content types can be found in the **Examples** section of this document (see point 11).

List of content types

Content types (choose one or more)	Descriptions and examples
Memory aids and infographics	Any one- or two-page document summarizing information (a brief look at..., a summary, a quick guide, an overview, etc.)
Planning tools	Any strategic plan or document (action plan, roadmap, management framework, dashboard, etc.)
Lists and directories	Any page made up of links to different resources, organizations or contact persons
Legislation and policy instruments	<i>Official Languages Act</i> and policies, standards, guidelines, etc., that derive from it
Writing tools	Any guide to writing, style guide, correspondence manual, terminology and linguistic data bank, document to help improve writing skills, etc.
Communication and promotion tools	Press release, poster, newsletter, article, speech and speaking notes, frequently asked questions, etc.
Practical tools	Any page where an action can be performed (service request form, self-assessment grid, interactive decision support tool)
General information pages	Any web page providing information of a general nature on one or more topics (choose this content type for anything that does not fit under one of the other content types; the resource cannot be associated with any other content type)
Reports	Any report, including annual reports, audits and other accountability documents
Research and studies	Any major document containing an analysis or research data (do not include documents that only give an overview of a particular topic)
Learning resources	Course plan, online training, course list, learning exercise, self-assessment test
Video and audio files	Page that includes videos, video or audio editing, podcasts, etc.

9. Themes and subthemes

Every resource must be matched with at least one theme. There is no maximum number of themes. But please be careful to choose only those themes that are relevant to the resource.

We recognize that some pages may relate to a large number of themes; in that case, it is important to indicate only the main themes and to limit the number of subthemes.

Subthemes are optional. There is no minimum or maximum number of sub-themes. However, please ensure that you identify sub-themes that are relevant to the resource. Please note that in order to choose a subtheme, you must first have selected the corresponding theme.

You will find examples of resources related to relevant themes and sub-themes in the **Examples** section of this document (see point 11).

List of themes and subthemes

Themes (choose one or more)	Subthemes (optional; choose one or more from among the subthemes – you must first select the corresponding theme)
Learning	<ul style="list-style-type: none">English as a second languageEnglish as a first languageFrench as a second languageFrench as a first languageSkill retention
Official language minority communities	
Reference and statistical data	<ul style="list-style-type: none">ConsultationDemographicsHistory
Second language evaluation	<ul style="list-style-type: none">Oral proficiencyWritten expressionReading comprehensionAdapted measures
Funding	
Language of work	<ul style="list-style-type: none">StaffingDesignated bilingual regionsBilingual workplaceLinguistic profiles
Legislation and regulations	<ul style="list-style-type: none">Language rightsObligationsComplaints and appealsRoles and responsibilitiesMonitoring
Planning and accountability	
Best practices	
Service delivery	<ul style="list-style-type: none">Active offer of bilingual servicesCommunication with the public
Promotion of official languages	<ul style="list-style-type: none">EventsFrancophonieOrganizationsPromotion of official languages in the public servicePromotion of official languages in Canadian society
Administrative writing	
Linguistic services	<ul style="list-style-type: none">Translation and revisionTerminologyInterpretation

10. Description

Please provide a brief description of the resource. Do not exceed 400 characters (including spaces).

11. Examples

Here are a few examples of documents associated with relevant content types and themes and sub-themes:

Document	Content type	Themes	Subthemes
Action Plan for Official Languages – 2018-2023: Investing in Our Future	<ul style="list-style-type: none">Planning document	<ul style="list-style-type: none">Official language minority communitiesFundingPlanning and accountabilityService deliveryPromotion of official languages	<ul style="list-style-type: none">Promotion of official languages in Canadian society
Best Practices Video on Official Languages	<ul style="list-style-type: none">Communication and promotion toolsVideo and audio files	<ul style="list-style-type: none">Best practicesPromotion of official languages	<ul style="list-style-type: none">Promotion of official languages in the public service
Population of the federal public service by first official language	<ul style="list-style-type: none">General information pages	<ul style="list-style-type: none">Reference and statistical data	(No subtheme applies)
International Francophonie	<ul style="list-style-type: none">General information pages	<ul style="list-style-type: none">Promotion of official languages	<ul style="list-style-type: none">EventsFrancophonieOrganizationsPromotion of official languages in Canadian society
Bilingual meetings	<ul style="list-style-type: none">Memory aids and infographicsCommunication and promotion tools	<ul style="list-style-type: none">Language of workBest practices	<ul style="list-style-type: none">Bilingual workplace
E-poster with links to learn or maintain the second official language	<ul style="list-style-type: none">Lists and directoriesCommunication and promotion tools	<ul style="list-style-type: none">LearningBest practicesPromotion of official languages	<ul style="list-style-type: none">Skill retentionPromotion of official languages in the public service