



# The OL Connection

February 2023

In this edition:

- System for Official Languages Obligations (SOLO)
- Help us protect interpreters during your next virtual or hybrid meeting
- New tool on official languages obligations in transfer payments
- Next orientation session for Official Languages Champions
- New National Coordinator of the Council of the Network of Official Languages Champions

## Headlines

### System for Official Languages Obligations (SOLO)

The Official Languages Centre of Excellence is pleased to announce the official launch of the System for Official Languages Obligations (SOLO), which replaces the Official Languages Regulations Management System.

SOLO is designed to:

- Help federal institutions apply the Official Languages - Communications with and Services to the Public Regulations
- Feed the Burolis – the public-facing website that informs the public which federal offices provide services in French, in English or in both languages

Persons responsible for official languages (PROL) have already received the invitation to the SOLO training and many have already completed it. More sessions are planned throughout January and February. It is important that all PROL create an account in SOLO and attend the training, so that they can navigate the system and begin updating their list of offices. Updating the offices in SOLO is the first step in the Official Languages Regulations Re-Application Exercise (OLRRE) and is essential because most of the provisions of the Regulations take into account the location of offices. Once the offices have been updated in SOLO this winter, we will be able to re-apply the Regulations and update the language designation of offices.

If you have not yet received an invitation to attend SOLO training, please write to us as soon as possible to book a session: [info-ollo@tbs-sct.gc.ca](mailto:info-ollo@tbs-sct.gc.ca)

## Toolbox

### Help us protect interpreters during your next virtual or hybrid meeting through a few simple actions

*High-quality sound is a must for interpreters*

Interpreting is a demanding and complex task that requires very precise technical conditions. For one, sound quality is paramount, since interpreters must speak and listen at the same time, which means that their voice covers some of what they hear. Interpreters simply cannot interpret what they cannot hear. Furthermore, being exposed to low-quality sound can cause headaches, hearing impairments and other health issues for interpreters.

Rencontres virtuelles avec interprétation :  
Utilisez un microphone approprié!



Interpreted virtual events:  
Use an appropriate microphone!

*The right microphone makes all the difference*

When you participate virtually in a meeting through a platform like MS Teams, Zoom or Webex, there is a high risk of sound issues. This is why, in such

a situation, Public Services and Procurement Canada's Translation Bureau requires you to use a headset with a boom microphone or a tabletop microphone, connected to the computer using a cable, not Bluetooth. The use of this type of microphone reduces the risk of sound issues and therefore of injuries to interpreters, in addition to helping them perform their work. Do not use an omnidirectional microphone, earbuds with a built-in microphone or your computer's built-in microphone.

Note that if you do not use an appropriate microphone, the Translation Bureau's interpreters will not interpret your speech. Should you need help choosing an appropriate microphone, visit the GCwiki page [Choosing an appropriate microphone to participate virtually in a meeting with simultaneous interpretation](#).

### *Simple, yet impactful actions*

In addition, the Translation Bureau recommends the following best practices to ensure sound quality:

- Use a computer, not a smart phone or tablet.
- Use a wired high-speed internet connection (avoid Wi-Fi) and limit the number of other people and applications using your bandwidth whenever possible.
- Mute all audio notifications on all your devices.
- Only talk when it is your turn and remain muted when you're not speaking.
- Talk at a moderate pace.
- If you plan to use speaking notes, send them in advance to the interpreters (through the meeting organizer) to facilitate their understanding.

Thank you for helping the Translation Bureau support the safe provision of high-quality interpretation.

## **New tool on official languages obligations in transfer payments**

Federal institutions now have a [tool](#) outlining the official language obligations of federal institutions in the design and implementation of transfer payment programs. The document is the result of close collaboration between Canadian Heritage (PCH) and the Transfer Payment Policy Centre and the Official Languages Centre of Excellence at the Treasury Board Secretariat of Canada (TBS). We ask for your collaboration as persons responsible for official languages in your organization to share it and promote its use where appropriate.

To meet official languages obligations, federal institutions must apply an official languages lens to all transfer payment programs, including those intended for the provinces and territories. Transfer payments represent excellent opportunities to contribute to the federal government's commitments to ensure communications with and services to the public in both official languages (Part IV of the Official Languages Act [OLA]), as well as to take positive measures to benefit official language minority communities and promote English and French in Canadian society (Part VII of the OLA).

The document summarizes and presents the official languages obligations of federal institutions in the context of transfer payment administration. It also contains frequently asked questions on the subject and the related answers, as well as relevant resources and tips.

All questions regarding Part IV of the OLA can be directed to the TBS' Official Languages Centre of Excellence at [OLCEInformationCELO@tbs-sct.gc.ca](mailto:OLCEInformationCELO@tbs-sct.gc.ca), and those regarding Part VII of the OLA to PCH at [portail41-gateway41@pch.gc.ca](mailto:portail41-gateway41@pch.gc.ca).

## Community

### Orientation session for new Official Languages Champions

Have you been recently named the Official Languages Champion for your institution? Are you a seasoned Champion who wishes or would like to refresh your knowledge of official languages? Do not miss this learning opportunity!

The Official Languages Centre of Excellence is pleased to invite you to the next orientation session for Official Languages Champions, in collaboration with Canadian Heritage and the Council of the Network of Official Languages Champions.

#### Objectives

- Provide an overview of Official Languages legislation and policy requirements
- Familiarize yourself with your role and your responsibilities
- Share tools and best practices with you

#### Date and location

- February 22, 2023, from 1:30 p.m. to 3:30 p.m. (ET).
- The session is bilingual and will be held virtually via MS Teams.

Please note that this session is offered exclusively to Official Languages Champions. Should you wish additional information, contact [OLCEInformationCELO@tbs-sct.gc.ca](mailto:OLCEInformationCELO@tbs-sct.gc.ca).

### New National Coordinator of the Council of the Network of Official Languages Champions

We are pleased to announce the appointment of Maya Bélanger as National Coordinator of the Council of the Network of Official Languages Champions, effective January 23, 2023. Coming to us from Public Services and Procurement Canada, Maya has many years of experience in official languages.

We are delighted to continue our work with Maya in helping to support the Network of Official Languages Champions.

We would also like to thank Maya's predecessor, Anik Sauvé, for the past 5 years of collaboration and support. We wish her much success in her new position in the Official Languages Centre of Excellence at the Treasury Board of Canada Secretariat.



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Questions or comments? E-mail us at [OLCEInformationCELO@tbs-sct.gc.ca](mailto:OLCEInformationCELO@tbs-sct.gc.ca)

**Lisez la version française.**