



**COUNCIL OF THE NETWORK
OF OFFICIAL LANGUAGES CHAMPIONS**

**REFERENCE GUIDE
FOR OFFICIAL LANGUAGES CHAMPIONS**

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OFFICIAL LANGUAGES CHAMPIONS

The **Network of Official Languages Champions** includes approximately **215** official languages champions and co-champions, working within departments, agencies, Crown corporations and regional federal councils across the country.

 List of persons responsible for official languages and official languages champions in institutions subject to the *Official Languages Act*

CHAMPIONS' MAIN RESPONSIBILITIES

The Treasury Board's [Policy on Official Languages](#) specifies the role of the champion.



Taking into consideration their institution's size and mandate, deputy heads are responsible for the following:

6.1.3 (Official Languages Champion)

Designating an Official Languages Champion, or any other person to fulfill this function, who supports the deputy head in developing an integrated vision for the official languages program within the institution, who promotes official languages, and who aims to have official languages considered in all its decision-making processes.

CHAMPIONS' MAIN RESPONSIBILITIES




Exert influence and provide leadership in the development of action plans and the promotion of initiatives related to official languages within their institution.



Provide support to the deputy or agency head and senior officials responsible for the implementation of Parts IV, V, VI and VII of the *Official Languages Act*.



Represent their institution on files related to official languages and share information with employees of their institution.

 For examples of activities and behaviours that may be adopted or an infographic document on the main responsibilities, please consult the **Dare! Osez!** website.



WHY A COUNCIL OF THE NETWORK?



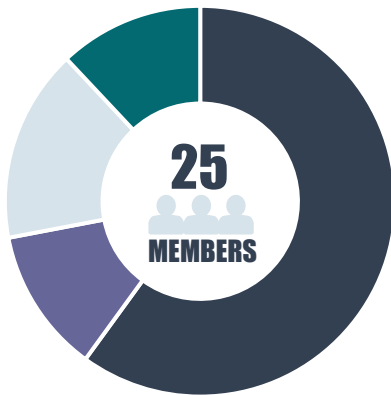
The Council of the Network of Official Languages Champions was founded in 2003 by a small group of champions in order to:

- Support and mobilize the champions
- Share information and best practices
- Identify common goals and challenges
- Provide advice and counsel to key partners
- Create horizontal coordination between departments, agencies and Crown corporations



COUNCIL MEMBERSHIP

The Council comprises 25 members and provides a voice for 215 champions.



- 15 champions
- 3 regional representatives
- 4 key organizations (JUS, PCH, PCO, TBS)
- 3 key partners (Federal Youth Network, Human Resources Council, National Managers' Community)

OPERATIONAL STRUCTURE



The Council meets four to five times per year.



The Chair, appointed by his/her peers, is supported by a vice-chair and a secretariat composed of one full-time employee.



The Council is funded annually by voluntary contributions from departments, agencies and Crown corporations.



VISION



To be a valued partner that promotes a culture of bilingualism within the public service and celebrates diversity through the use of English and French.

MISSION




Act as an agent of influence for official languages within the Government of Canada and mobilize deputy heads and official languages champions, with the aim of promoting common approaches and ensuring that official languages are a top-of-mind issue at the senior management level.



OFFICIAL LANGUAGES GOVERNANCE

Many bodies play a key role with regard to official languages within the federal government:



 Federal institutions also have their responsibilities. For more details on official languages governance, please consult the Dare! Osez! website.

ANNUAL EVENTS



Conference of Official Languages Champions

This annual conference, usually held in June, gives champions an opportunity to discuss issues, challenges and lessons learned.

Linguistic Duality Day

Linguistic Duality Day, held on the second Thursday of September, gives champions an opportunity to promote linguistic duality within their organization. Each year, the Council and its partners organize an event and activities to mark the occasion.

Best Practices Forum on Official Languages

This annual flagship event reunites the entire official languages community. This learning event provides participants with best practices and information on various issues with regard to official languages.

Information sessions for new champions

Information sessions tailored to new champions' needs are organized in order to provide them with a clearer understanding of their new role and responsibilities.




DARE! OSEZ!

For almost a decade, the Council has been aiming to increase awareness among federal government employees on the advantages and the value of linguistic duality in the workplace—hence the Dare! Osez! slogan, which you will notice throughout our material.

A supporting video is available on our website. It can be presented during the orientation sessions for new employees.



 **DARE TO DISCUSS!** Questions have been prepared to help you initiate an open dialogue on official languages in the workplace with your colleagues and employees.



OFFICIAL LANGUAGES ACT IN BRIEF



PART IV:

Communications with and Services to the Public



PART V:

Language of Work



PART VI:

Participation of English-speaking and
French-speaking Canadians



PART VII:

Advancement of English and French
(Support the development of minority communities)

Consult the *Official Languages Act* in its entirety.



RESOURCES

LAWS AND REGULATIONS

- [Canadian Charter of Rights and Freedoms](#)
- [Official Languages Act](#)
- [Official Languages \(Communications with and Services to the Public\) Regulations](#)
- [Public Service Official Languages Appointment Regulations](#)
- [Policy on Official Languages](#)

INFORMATION

- [The Official Languages Act and you](#)
- [Information document on the Official Languages Act](#)
- [Official languages in communications and services to the public](#)
- [Official languages in the workplace](#)
- [Guide on Part VII of the Official Languages Act: Support to communities and promotion of English and French](#) (Canadian Heritage)
- [Official languages governance](#)
- [List of persons responsible for official languages and official languages champions](#)

REPORTS AND ACTION PLANS

- [The next level: Normalizing a culture of inclusive linguistic duality in the Federal Public Service workplace](#)
 - [Dashboard on the status of the language of work recommendations](#)
- [Action Plan for Official Languages – 2018-2023: Investing in Our Future](#)
- [2018-2021 Strategic Plan: Leadership, Mobilization, Support, Partnerships](#) (Council of the Network)



RESOURCES

TOOLS AND RESOURCES

- [Dare! Osez! Website](#)
- [Official Languages Champions' Toolbox](#)
- [Official Languages Hub](#)
- [Language Portal of Canada](#) (Translation Bureau)
- [Portal for public servants of the Office of the Commissioner of Official Languages](#)
- [Dare to discuss](#)
- [Official Languages Governance: Checklist for Deputy Heads](#)
- [Infographic on the Council of the Network](#)
- [Infographic on the role and responsibilities of Official Languages Champions](#)
- [Infographics on the official language minority communities in Canada](#) (Office of the Commissioner of Official Languages)
- [Reflection tool for the implementation of section 41 of the Official Languages Act](#) (Canadian Heritage) - [Short version](#)
- [Key questions to facilitate decision-making that may impact on the implementation of section 41 of the Official Languages Act](#) (Canadian Heritage)
- [Guide for Drafting Memoranda to Cabinet — Official Languages Impact Analysis](#) (Canadian Heritage)
- [Video: How can we promote the use of both official languages when teleworking?](#)
- [Best practices video on official languages](#)
- [Dare! videos](#)
- [Video targeting high school students](#)
- [Video targeting university students](#)
- [Official languages: are you the next Section 41 leader?](#) (Canadian Heritage)
- [Other tools](#)



QUESTIONS?



Anik Sauvé
National Coordinator
Council of the Network of
Official Languages Champions



Anik.Sauve@tbs-sct.gc.ca



613-402-7885



[Dare! Osez! website](#)



[@OLChampionsLO](#)



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