

Update of Official Languages Workforce Data during the Annual Monitoring Exercise on Official Languages

At the end of March, the Chief Human Resources Officer launches the Treasury Board of Canada Secretariat (TBS) Annual Monitoring Exercise on Official Languages by sending an email to deputy heads of all federal institutions, agencies, Crown corporations and organizations subject to the *Official Languages Act*.

Following this email, the Oversight and Compliance Team of the Official Languages Centre of Excellence sends a tasking email to the persons responsible for official languages (PROLs), the persons responsible for Part VII (PRP7) and the official languages champions of all federal institutions to inform them of the actions to be taken and the deadlines for completion.

All federal institutions must take the necessary steps to update their official languages workforce data and provide it according to the following deadline:

- **For institutions that are part of the core public administration (CPA)**, the deadline is **March 31 of the current year**. TBS collects this information through the **Position and Classification Information System (PCIS)**.
- **For institutions that are not part of the CPA**, the deadline is normally **the last business day of May of the current year**. Institutions must submit this information through the **Official Languages Statistical Data** in the System for Official Languages Obligations (SOLO).

Institutions **that are part of the CPA** must ensure that official languages data for federal employees is up to date in their human resources systems by providing the following details, as indicated in [Appendix A](#) of the *PCIS Organizational Data Transfer Guide*:

- For the positions:
 - the [language requirements of the position](#)
 - the [office code](#) (the [Burolis](#) code must be used if the office where the position is located is designated bilingual under the [Official Languages \(Communications with and Services to the Public\) Regulations](#). This code should also match the [geographic location code](#) of the position)
 - the [National Occupational Classification \(NOC5\) code](#)
 - the [communication requirements code of the position](#)
 - if the position is bilingual:
 - the [linguistic profile of the position](#)
- For the incumbents:
 - their [first official language](#)
 - the [appointment status – official languages](#)
 - If the incumbent occupies a bilingual position:
 - the [linguistic status of the incumbent](#)

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- the [target date to meet language requirements](#) and the [administrative measures](#) taken, if applicable
 - the [second language evaluation \(SLE\) results – English](#), the [SLE Results – French](#) and the [SLE expiry dates](#) (for reading, writing and oral interaction)
 - the [bilingualism bonus](#)
- The Information Management and Technology Branch will regularly generate data quality monitoring reports (see Appendix C of [section 3 of the PCIS Workforce Data Guide](#)). The reports are sent to all institutions that provided their corporate data to PCIS during the week, and institutions must then review and correct the data in their human resources systems, as required.
 - Section 3 of this guide outlines the instructions for the automatic transfer of data from the institution's organizational human resources system to the TBS PCIS.

For federal institutions **that are not part of the CPA**, the PROL will be asked to submit **Official Languages Statistical Data** in the [System for Official Languages Obligations \(SOLO\)](#). An information session is available on our [Reporting Wiki](#) page.

For questions about:

- the codes identified above, contact PIMART-ORAGIP@tbs-sct.gc.ca
- the Official Languages Statistical Data, contact OLReview-BilanLO@tbs-sct.gc.ca
- the annual monitoring exercise on official languages, contact the [person responsible for official languages](#) of your institution. If you are the PROL, contact OLReview-BilanLO@tbs-sct.gc.ca
- TBS's role with respect to official languages monitoring, consult the [Reporting Wiki](#) page or contact your institution's [person responsible for official languages](#)