

# FRANCOPHONE AFFAIRS BRANCH (FAB)

## Government of Saskatchewan Translation Services Guidelines

The Francophone Affairs Branch (FAB) provides translation support to all provincial government ministries and agencies to offer and improve French-language services in Saskatchewan. As such, translations are prioritized according to the criteria below.

### Submitting a Translation Request

1. Translation requests are to be submitted through *MultiTrans*, a secure online translation management portal located at <https://translationservice.gov.sk.ca/>. Please contact [translation@gov.sk.ca](mailto:translation@gov.sk.ca) to arrange for access.
2. Costs of provincial government translations are assumed by FAB.
3. Final and approved Microsoft Office documents are preferred.
4. If requesting translation of content added to a document that is already translated, indicate where the new content has been added. If the original document has been translated by another source, FAB may recommend that the added content be translated by the original translator.
5. Provide previous translations, source documents, original correspondence, name of contact person, relevant websites, context, etc. as reference documents in *MultiTrans*.
6. If requesting revision to a document that has been translated by automatic translation tools such as Google Translate, FAB may request that the document be resubmitted for a new translation, depending on the quality of the automatic translation. Please note that text translated by DeepL becomes public domain (the translated document is added to DeepL's database and is publicly available).
7. Contact FAB at anytime to discuss questions or concerns regarding your translation request.

### Determining the Delivery Date

The timelines below are an estimate of the time needed for FAB to complete translation requests. FAB reviews all requests and will contact you if the requested delivery date cannot be met.

#### Estimated Translation Timelines

#### Criteria Used to Prioritize Translation Requests

RUSH	Contact FAB	<p><b>LEVEL 1: (GIVEN 1ST PRIORITY)</b></p> <ul style="list-style-type: none"> <li>• Those intended for citizens and which directly contribute to the offer of services in French (i.e. forms, guides, fact sheets, specific information on government programs and services);</li> <li>• Those that relate to a specific request for services in French (i.e. request for a trial in French, funding request in French, correspondence);</li> <li>• Those that bear the signature of an elected official or that are addressed to an elected official.</li> </ul> <p><b>LEVEL 2: (GIVEN 2ND PRIORITY)</b></p> <ul style="list-style-type: none"> <li>• Those intended for citizens without directly contributing to the offer of services in French (i.e. general information on programs and services);</li> <li>• Those intended for stakeholders (i.e. Assemblée communautaire francosaskoise, Conseil des écoles francosaskoises, applications, proposals).</li> </ul> <p><b>LEVEL 3: (GIVEN 3RD PRIORITY)</b></p> <ul style="list-style-type: none"> <li>• Internal or intergovernmental documents (i.e. meeting reports, conference materials, policy documents, curriculum, annual reports).</li> </ul>
Up to 500 words*	3 working days	
500 to 1,000 words*	4 working days	
1,000 to 4,000 words*	10 working days	
4,000 to 6,000 words*	15 working days	
6,000 to 10,000* words	25 working days	
10,000 to 30,000* words	3 months	

\* To determine word count:

In Word: Word Count automatically displays at bottom left

In PowerPoint: click on File, click on Info, at the far right at bottom click on Show All Properties to display word count

PDF documents are converted to Word to determine word count

Information on translation services is also available in the Taskroom at <https://taskroom.saskatchewan.ca/services-and-support/translation-services>