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 *FLOW*, a secure online translation management portal located at https://translationservice.gov.sk.ca/. Please contact 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. In certain circumstances, FAB will accept draft documents to speed up rush translations. Once the document becomes final, it can be submitted through the same request in *FLOW* which will automatically replace the draft document with the final one, if the name of the document is <u>exactly</u> the same.
4. If requesting a translation of an updated document that has previously been translated, indicate the differences between the previous and new document.
5. Include background information and context in *FLOW* to help FAB determine priority.
6. Provide reference materials such as previous translations, source documents, original correspondence, name of contact person, relevant websites, etc.
7. Contact FAB to discuss any 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	Please contact FAB	**LEVEL 1: (GIVEN 1ST PRIORITY)** • 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); • Those that relate to a specific request for services in French (i.e. request for a trial in French, funding request in French, correspondence); • Those that bear the signature of an elected official or that are addressed to an elected official.
Up to 500 words*	2 working days	
500 to 1,000 words*	3 working days	
1,000 to 3,000 words*	7 working days	
3,000 to 5,000 words*	10 working days	**LEVEL 2: (GIVEN 2ND PRIORITY)** • Those intended for citizens although without directly contributing to the offer of services in French (i.e., general information on programs and services); • Those intended for stakeholders (i.e. Assemblée communautaire fransaskoise, school divisions, annual reports).
5,000 to 10,000*	25 working days	
10,000 to 50,000*	3 months	
50,000 to 100,000 words*	Up to 6 months	**LEVEL 3: (GIVEN 3RD PRIORITY)** • Internal or intergovernmental documents (i.e., meeting reports, conference materials, policy documents).

* To determine word count:
    In Word: Word Count automatically displays at bottom left
    In PowerPoint: click on File, at the far right 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.sp.saskatchewan.ca/Pages/Translation-Services.aspx