

DIVISION

Translation Bureau (TRAN)

RESPONSIBILITIES

- Provides 24-hour service. Staff are available in house until 7:00 p.m. from Monday to Friday and on a 24-hour, seven-day-a-week basis through an emergency line (613) 294-7729. Translations required for a Minister are given priority.

Cabinet & Parliamentary Affairs

- Provides translation of briefing notes for both Cabinet and parliamentary committees through the central Translation Bureau.
- Provides translation of Qs&As through the central Translation Bureau.

Ministerial Correspondence

- Provides translation of letters, if required, through the central Translation Bureau.

Communications

- Coordinates the translation of all communications products from the Communications Bureau with the Translation Bureau. This includes news releases, backgrounders and speeches.

CONTACTS

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