

### III. DEVELOPMENT OF DEPARTMENTAL OFFICIAL LANGUAGES PLAN

As a result of the revised policies, departments are expected to carry out a number of specific activities as an integral part of the development of their plan. These include: the review and assessment of our present situation and the results attained to date relative to the three aforementioned principles; establishment of departmental objectives and goals, and planning activities to be undertaken to achieve them; the review and re-identification of the language requirements of positions (revised requirements are to be included in the plan); the determination of the linguistic profile for each bilingual position; the application of the Bilingualism Bonus Plan; and the establishment of evaluation and audit mechanisms to review annual progress and compliance with policies. Once developed, the plan will be revised annually and submitted to Treasury Board along with progress reports.

#### Assessment of Current Situation

Of fundamental significance in preparing a comprehensive plan is the need for a full assessment of our current situation to determine where the Department now stands in relation to official languages objectives and to determine areas where further progress is needed or where new initiatives should be undertaken. Therefore, each Bureau/Division/Post is to examine and report on its present situation in terms of