

## **Template for the assessment of French-language services strategic plans - Child and Family Services Authority**

The [French Language Services Regulation](#) under [The Child and Family Services Authorities Act](#) requires that child and family services authorities have a French-language services plan (FLS). According to the procedure established by the Francophone Affairs Secretariat (Secretariat), these plans must be approved by *Santé en français* and the Secretariat before they are signed by the Minister of Families and the Minister responsible for Francophone Affairs. This template is provided as an example for authorities whose FLS plans will be expiring. It can be used as a starting point to assess progress and successes, identify challenges and subsequent steps, and thereby assist in laying the groundwork for the development of the next FLS plan.

### **Part 1 - Summary Table**

As part of your assessment, take note of the progress made with the various items identified in the FLS plan. Ensure that items included in the existing plan are also part of the new plan. Where possible, provide the quantitative indicators (number of designated positions, number of documents translated, etc.). For example:

Note that this table is an <b>example</b> only and does not capture all possible responses.			
<b>Strategic direction</b>	<b>Planned initiatives/actions</b>	<b>Results achieved</b>	<b>Gaps identified and subsequent steps</b>
<i>Active offer</i>	<i>Hold active offer sessions for employees</i>	<i>Completed X number of sessions held between 20XX and 20XX</i>	<i>Continue to provide sessions on active offer.</i>
	<i>Ensure that all materials for distribution to the public are translated</i>	<i>Ongoing: X documents translated, 100% translation target planned for 20XX.</i>	<i>Continue with translation of documents. Establish a schedule to update website.</i>
<i>Recruitment</i>	<i>Develop an inventory of designated bilingual positions in the Authority and its mandated agencies</i>	<i>Not completed Work has not begun</i>	<i>Work with the mandated agencies to develop an inventory of designated bilingual positions in the Authority and the mandated agencies. Establish detailed schedules for completion of inventory.</i>
<i>Promotional and awareness-raising activities</i>			
<i>Collaboration with the Francophone community</i>			
<i>[Other directions identified]</i>			

## Part 2 – Narrative report

Please provide a narrative report on the items in the Summary table (Part 1) above, including: progress and successes, challenges, unexpected changes, and any other relevant information.

Identify subsequent steps as well. These include ongoing initiatives/actions, planned initiatives/actions that are in the process of being completed, or initiatives/actions that will have to be undertaken in the next plan, but that were not

part of the existing plan. As part of the assessment process, think about solutions to chronic problems and identify measures to solve initiatives/actions that were not carried out under the existing plan.

An essential component of Part 2 is the principle of progress identified in The Francophone Community Enhancement and Support Act. The next FLS plan should go beyond the existing plan, rather than simply repeat or complete initiatives/actions that have not currently been completed.

Where possible, please provide quantitative indicators such as the number of designated bilingual positions, the total number of French-fluent staff, the number of translation projects undertaken, etc.

**Example:**

*Between 20XX and 20XX, the Authority provided active offer sessions to X employees. The Authority will continue to promote the concept of active offer by means of orientation sessions.*

*The Authority was unable to complete translation of the website due to limited resources. However, the translation is underway and should be completed by X date. Subsequently, the webmaster and the Authority's FLS coordinator will establish a schedule to ensure that updates are published in French and English.*

*The Authority has been unable to assess the bilingual capacity of its mandated agencies due to ... In cooperation with the mandated agencies, the Authority will create an inventory of designated bilingual positions within a specific time frame. When the inventory is completed, the Authority will update it regularly to ensure data is accurate.*

<i>Number of designated bilingual positions</i>	
<i>Number of designated bilingual positions held by bilingual incumbents</i>	
<i>Number of designated bilingual positions held by non-bilingual incumbents</i>	
<i>Number of designated bilingual positions that are vacant</i>	
<i>Number of non-designated positions held by bilingual incumbents</i>	
<i>Total bilingual capacity (bilingual incumbents in designated bilingual and non-designated positions)</i>	

### **Part 3 - Approval**

Please submit the assessment of the FLS plan to your Chief Executive Officer for approval.

Once completed, submit this assessment for information purposes to

- Francophone Affairs Secretariat
- Manitoba Families
- *Santé en français*

### **Signature for assessment of French-language services plan**

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Chief Executive Officer of the Authority

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Date