

Schedule 8 – Official Languages Policy National Cybersecurity Consortium

Purpose

The National Cybersecurity Consortium (NCC) Official Languages Policy governs and supports the NCC's activities related to official languages.

Objective

The objective of this Policy is to outline and communicate the authorities and accountabilities for official languages within the NCC, as well as its policy commitments, operational, monitoring and reporting responsibilities.

Approval and authority

The NCC's Board approves this Policy and any revisions or amendments to this Policy.

Ultimate authority for operationalization of this Policy resides with the NCC's Scientific Director (SD).

Definition

Ultimate recipients: project leads who receive funding from the NCC.

Legislative context

The Canadian Charter of Rights and Freedoms, the Official Languages Act (OLA), and the Official Languages Regulations are the three authorities that form the basis for official languages programs and policies in federal institutions in Canada.

Statement of commitment

The Policy reflects the NCC's commitment— within the context of their activities and decisions — to respect the spirit and intent of the OLA and its related federal regulations, policies and practices.

In keeping with Part VII (section 41) of the OLA, the NCC adopts positive measures that support the enhancement of the vitality of Canada's Official Language Minority Communities (OLMCs), the development of those OLMCs, and use of both English and French.

With this Policy, the NCC commits to:

- recognize English and French as its official languages and commits to taking concrete and positive measures to serve members of the Canadian public in their official language of choice, to build an exemplary workplace respectful of linguistic duality, and to actively promote official languages;
- recognize the value of Canada's linguistic duality and the realities specific to OLMCs (Francophone communities outside of Quebec, or Anglophone communities within Quebec); and
- aim to facilitate equitable access to the NCC's funding programs and membership services for the OLMCs.

Policy commitments and implementation

Governance

In recognition of the NCC's official languages policy commitments, the Board of Directors is composed of at least 30% of members who are fluent in spoken and written French and ensures that:

- at least one of these members represents a french-language or bilingual postsecondary institution; and
- at least one of these members represents a business or organization that offers most of its services in French.

Public communication and access to services

The NCC communicates with and provides services to the public in both official languages. Specifically, it:

- ensures that the public can communicate with and obtain services, both orally and in writing, in English and French;
- ensures that appropriate measures be taken to indicate clearly to members of the public their right to communicate with, and to receive services from, the NCC, in the official language of their choice;
- provides members of the public with materials (calls for proposal, competition postings, press conferences, news releases, etc.) in both official languages, simultaneously and of equivalent quality, regardless of delivery method;
- ensures that all signs identifying the NCC's offices or facilities are in both official languages;
- publicly acknowledges, in both official languages, the Minister's financial support for the NCC's activities in a form that is satisfactory to the Government of Canada;
- ensures OLMC institutions have equitable access to the NCC's programs and information; and
- ensures that all external-facing communication, including the NCC's website, is accessible by the public in both official languages.

Human resources

The NCC creates and maintains a work environment conducive to the effective use of both official languages. Specifically, it:

- ensures awareness among the NCC's staff and management about their responsibilities with respect to official languages;
- makes regularly and widely used work instruments, including software products, available simultaneously in both official languages;
- provides personal and central services, including training, to employees in the official language of their choice;
- provides equal opportunities for employment and advancement, in all occupational groups and levels within the NCC, to both English- and French-speaking Canadians, provided they meet all qualifications for the position; and
- determines the language requirement(s) of a position, taking into account the clients to be served, to ensure services are provided, both orally and in writing, in the official language of the client's choice.

Strategic planning

The NCC adopts positive measures that benefit OLMCs and that promote English and French in Canada by:

- increasing knowledge and inclusion, where appropriate, of OLMC concerns in the development of the NCC's corporate strategies, policies and programs; and
- inviting members of the OLMCs to participate in the design and delivery of NCC activities as well as participate in public events relating to the NCC, as appropriate.

Project implementation

The NCC ensures that official languages measures are reflected in all external agreements.

Specifically, it ensures that:

- agreements between the NCC and ultimate recipients (UR) are written in the UR's choice of official language;
- agreements between the NCC and UR contain terms and conditions that require UR to undertake the following in both official languages:
 - any public acknowledgements of the Minister's public support;.
 - responses to contact from the Minister in relation to success stories, announcements, ceremonies and other communications activities that acknowledge the federal government's role in the funding provided through the agreement; and
- all final reports that are produced by UR as part of projects funded by the NCC and that are made available to the public, are provided in both official languages.

Operational responsibility

The SD appoints an Official Languages Champion among senior management who is responsible for leadership, advocacy, and ensuring official language-related issues and all policy commitments outlined in this Policy are considered within the NCC's executive decision-making.

The Official Languages Champion is Chair of the internal Official Languages Steering Committee (OLSC). The OLSC is composed of staff with responsibilities related to official languages from all parts of the NCC.

The OLSC makes recommendations to the SD regarding the implementation of this Policy. Recommendations can relate to any area of activity at the NCC. The work of the OLSC aims for continuous improvement in its activities related to official languages.

Monitoring and reporting

Monitoring

The OLSC is responsible for ensuring that the NCC's official languages practices are tracked and monitored on an ongoing basis. The OLSC also verifies that any data on official languages that may be produced is kept up-to-date and adjusted, as required.

It provides recommendations to the SD on developing tools and action plans in support of this Policy.

Reporting

The NCC provides annually a Corporate Plan to the Minister in both official languages.

The NCC's Annual Report is produced in both official languages.

Non-compliance

The SD has authority over the process for addressing complaints.

The Official Languages Champion is responsible for developing and overseeing a process for addressing complaints.

Official language complaints received from employees, managers, the public or the Commissioner of Official Languages are investigated by the NCC.

Complaints do not necessarily mean there has been non-compliance. If the complaint is substantiated, corrective measures are taken to ensure compliance.