The Host Society is responsible for providing language translation services where and when necessary. The most common requirements are for Russian, Greenlandic/Danish and for Team Sapmi.

**KEY POINTS**

**Host Society**
- √ Translators are required at sport venues when Russian participants are competing.
- √ A system must be established for access to translators in case of an emergency.

**Chefs**
- √ Chefs must advise the Host Society of their translation needs at least six months prior to the Games.

**KEY PERFORMANCE INDICATORS**

- √ 20 Months
  - o Committee structure established.
  - o Past Games experiences reviewed.
  - o Draft work plan developed.
  - o Recruitment of multi-lingual volunteers begins.

- √ 18 Months
  - o Contact made with Yamal, Sapmi, and Greenland Chefs to determine language service needs of participants (if other languages are to be provided indicate those contacts as well).
  - o Potential needs of special guests being identified.
  - o Potential service providers in host community being identified.

- √ 12 Months
  - o Plan for provision of translated materials (customs, AWG info etc) where practicable being developed.

- √ 6 Months
  - o Complete production of translated materials.
2 Months

- With sport chairs, develop interpreter schedules for participants, submit schedules to appropriate division for entry into GEMS volunteer scheduling system.
- Finalize list of interpreter volunteers.
- Training of volunteers.

1. General Notes

- Team Yamal will provide at least one translator for each sport and culture group. These individuals are to be registered as chaperones with normal access to all participant areas in the Games.

- Canadian hosts will also need to provide certain French services including signage at major events as Government of Canada funding specifies certain requirements in this area.

- All official Games communication is to be conducted in English. Translation services must, however, be provided as necessary.

- A pool of translators should be recruited well in advance. Translators will be required as follows:
  - To assist mission staff in their duties
  - To assist each coach (requiring services) with their duties
  - To assist sport officials as necessary
  - To assist in sport technical meetings and appeals
  - To assist with social functions
  - To assist with emergencies, medical or otherwise

- Each Contingent must declare, at least six months in advance, the sports for which they will require translators.

- It is critical that translators are available at coaches and technical meetings, each sporting venue where Russian and Greenlandic teams are competing, and any protest meetings that may arise.

- It is necessary to set up an on-call system for access to translators in an emergency.

- Team Yamal will provide one translator for each sport they are participating in and for their Chef de Mission, should this be required.
• Schedule translators in shifts as duties can often begin early and go late on each Games day.

• Consider providing translators with a daily per diem, as their duties may not allow them to access the cafeteria.