



Immigration and
Refugee Board of Canada

Commission de l'immigration
et du statut de réfugié du Canada

Canada

Interpreter Handbook

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IRB-CISR

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INTRODUCTION

This handbook provides information that will assist you in performing your duties when called on to provide interpretation services at the Immigration and Refugee Board (IRB). It gives an overview of the processes in place within the IRB, in particular the purpose of a Convention refugee hearing, an appeal hearing, an admissibility hearing and a detention review, and explains what is expected of you in the context of these proceedings. It also contains a brief outline of the participants and procedures.

The information contained in the handbook provides some explanation about what the interpreter should or should not do to comply with the Code of Conduct for Interpreters (the Code of Conduct). This Code forms part of the interpreter's contract with the IRB. All three documents, the contract, the Code of Conduct and the handbook, inform interpreters about their role, duties and responsibilities.

Canada's Immigration and Refugee System

Canada's immigration and refugee system has three main parts:

- [Citizenship and Immigration Canada](#)
- [Canada Border Services Agency](#)
- Immigration and Refugee Board of Canada

All three are part of the Government of Canada.

[Citizenship and Immigration Canada \(CIC\)](#) has overall responsibility for immigration and refugee matters. For example, CIC:

- decides who should be referred to the IRB to apply for refugee protection in Canada
- selects those who can immigrate to Canada
- issues visitor, worker and student visas
- issues travel documents
- determines residency obligations
- grants Canadian citizenship administers resettlement programs

The [Canada Border Services Agency \(CBSA\)](#) provides integrated border services, such as managing, controlling and securing Canada's borders, in support of national security priorities. For example, the CBSA:

- admits people to Canada
- refers refugee claims made at ports of entry to the IRB
- detains people who are a security risk or a danger to the public
- removes people who are inadmissible to Canada

The CBSA is part of the Government of Canada's public safety portfolio. It is an agency of Public Safety and Emergency Preparedness Canada (PSEP).

An immigrant is a person who has chosen to settle in Canada and has been accepted as a permanent resident by the Government of Canada.

A refugee is a person who has had to flee his or her country because of a well-founded fear of persecution and has been given protection by the Government of Canada.

A person in need of protection is a person who cannot return to his or her country because of a danger of torture, a risk of cruel and unusual treatment or punishment or a risk to his or her life and has been given protection by the Government of Canada.

The **Immigration and Refugee Board of Canada (IRB)** makes decisions on immigration and refugee matters in Canada. The IRB:

- decides who needs refugee protection
- hears appeals on certain immigration matters
- conducts admissibility hearings and detention reviews

Immigration and Refugee Protection Act (IRPA)

The Immigration and Refugee Protection Act governs matters concerning immigration and refugee protection in Canada, including much of the work of the IRB. It came into force on June 28, 2002, replacing the previous *Immigration Act*. In this booklet, it will be called IRPA. You can read IRPA on the IRB Web site at: www.irb-cisr.gc.ca.

The IRB is Canada's largest administrative tribunal. Although it reports to Parliament

through the Minister of [Citizenship and Immigration](#), the IRB is independent of both [Citizenship and Immigration Canada](#) and the [Canada Border Services Agency](#).

The IRB makes decisions that affect the lives and liberty of the people appearing before it. These decisions contribute to the security of Canadians and the integrity of our immigration and refugee system.

About the Immigration and Refugee Board of Canada

The Immigration and Refugee Board of Canada is made up of three divisions:

- the [Refugee Protection Division](#)
- the [Immigration Division](#)
- the [Immigration Appeal Division](#)

The [Refugee Protection Division \(RPD\)](#) decides claims for refugee protection made by people already in Canada.

A [permanent resident](#) is a person whom the Government of Canada has allowed to live permanently in Canada, and who may later apply to become a [Canadian citizen](#).

A [foreign national](#) is a person from another country who is not a Canadian citizen or a permanent resident.

The [Immigration Division \(ID\)](#) hears two types of cases:

- immigration [admissibility hearings](#) for foreign nationals or permanent residents who are believed to have [contravened](#) the [Immigration and Refugee Protection Act](#) (IRPA)
- cases of foreign nationals or permanent residents held in detention for immigration reasons

The [Immigration Appeal Division \(IAD\)](#) hears appeals on immigration matters. These include:

- appeals by [sponsors](#) whose [applications](#) to bring family members to Canada have been refused by [Citizenship and Immigration Canada](#) (CIC)
- appeals of [removal orders](#) made against permanent residents, refugees and other

protected persons, as well as foreign nationals with permanent resident visas

- appeals by permanent residents who have been found by a visa officer outside Canada not to have met their residency obligation
- appeals by the CBSA on behalf of Public Safety and Emergency Preparedness Canada (PSEP) of decisions on admissibility made by the Immigration Division of the IRB

The IRB does... the IRB does not			
The IRB does...	The IRB does not...	CIC does...	The CBSA does...
	make refugee and immigration policy	yes	no

The IRB does...	The IRB does not...	CIC does...	The CBSA does...
	determine the eligibility of people to claim refugee protection	yes	yes
decide refugee claims made by people in Canada	decide refugee claims made by people abroad	yes	no
hold admissibility hearings to determine if people may enter or remain in Canada	select immigrants	yes	no
hold detention reviews	arrest and detain people under IRPA	no	yes

The IRB does...	The IRB does not...	CIC does...	The CBSA does...
hear and decide appeals on immigration matters (removal orders, sponsorship appeals, residency obligations)	issue visitor visas, student visas, travel documents, work permits or Minister's permits	yes	no
	determine residency obligations	yes	no
	do pre-removal risk assessments (PRRA)	yes	no
	remove people from Canada	no	yes

The IRB does...	The IRB does not...	CIC does...	The CBSA does...
	decide applications to stay in Canada on humanitarian and compassionate grounds	yes	no
	issue security certificates	yes	yes
	grant Canadian citizenship	yes	no

The Tribunal Process

While each division of the IRB is responsible for making decisions on different immigration or refugee matters, they all follow an [administrative tribunal](#) process similar to what happens in a court, though less formal. The process is flexible and can take many forms so long as it ensures that the IRB makes well-reasoned, efficient and fair decisions. The IRB tribunal process is based on Canadian law, Canada's international obligations and Canada's humanitarian traditions.

In the tribunal process:

- A person appearing before the IRB has the right to be represented, at his or her own expense, by **counsel** – a lawyer, [immigration consultant](#), trusted advisor or family member.
- A person has the right to be heard and to present evidence and arguments to an impartial decision-maker.
- Hearings are usually held in person. They can also be held by videoconference, telephone or other means that allow for a fair hearing.
- Proceedings may be in English or French and a person appearing before the IRB may also use an interpreter.
- All testimony is given under oath (by swearing on a holy book) or by affirmation (a solemn promise to tell the truth).
- The people who hear the cases and make the decisions are called **members**. In most cases, one member hears the case.
- Hearings of refugee claims are usually held in private.
- Other hearings are usually open to the public. That means media or members of the public may observe hearings or get information about a case.
- The setting and procedures for hearings are generally informal, so evidence is not limited by technical or legal rules.
- Each division has rules on procedures. The rules cover matters such as time limits, evidence, documents and other responsibilities of counsel or the people appearing before the IRB.
- All decisions are based on the evidence provided and the law.
- Members must provide reasons for final decisions. Sometimes the member may not write out the reasons, but may state them at the end of the hearing. Or, sometimes the member may write out the reasons for the decision later, after the hearing.
- A person appearing before the IRB, the Minister of Citizenship and Immigration, or the Minister of Public Safety may apply to the Federal Court of Canada for a **judicial review** of an IRB decision. However, the person or the Ministers' representative must first obtain the Court's permission. This is called **leave**.

The Refugee Protection Division

What does it do?

The [Refugee Protection Division](#) (RPD) decides refugee claims made by *people who are in Canada*. It holds [refugee determination hearings](#) or uses other processes to come to these decisions. [Citizenship and Immigration Canada](#) (CIC) decides refugee claims made by people outside Canada, for example, through resettlement programs for people living in refugee camps.

Canada has an obligation to grant protection to [Convention refugees](#) and other persons in need of protection. This is because Canada has signed a number of United Nations conventions, including:

- the 1951 [Convention Relating to the Status of Refugees](#)
- the 1967 [Protocol Relating to the Status of Refugees](#)
- the 1984 [Convention Against Torture and Other Cruel, Inhuman and Degrading Treatment or Punishment](#)

The RPD determines whether people who appear before it are:

- Convention refugees
- persons in need of protection

In this Handbook, both will be called “refugees”.

Who are Convention refugees and persons in need of protection?

Convention refugees are people who have left their home country and have a well-founded fear of persecution based on

- race
- religion
- nationality
- political opinion, or
- membership in a particular social group

Persons in need of protection are people whose [removal](#) to their home country would

subject them personally to

- a danger of torture
- a risk to their life, or
- a risk of cruel and unusual treatment or punishment

However, with respect to the risk to life or the risk of cruel and unusual treatment or punishment, there are some limits:

- The risk in question must exist throughout the country.
- The risk must be personal; it cannot be a risk faced generally by other people in or from the country.
- The risk must not come from a lawful punishment or penalty that meets accepted international standards. For example, the risk of being jailed for having committed a crime such as murder.
- The risk must not be caused by the country's inability to provide adequate health or medical care.

What is the process for making a claim for refugee protection?

To claim refugee protection, a person must first notify an immigration officer. This can be done at any port of entry to Canada (a border crossing, an airport or a seaport), at a Canada Immigration Centre or at a [Canada Border Services Agency](#) (CBSA) office. Any person, who is not a Canadian citizen, can claim refugee protection. The officer will interview the person making the claim, as the [refugee claimant](#), and unless the officer determines that the claim is not eligible, he or she will send it to the [Refugee Protection Division](#) of the IRB. If the officer does not make a decision within three working days, the claim will be automatically be sent to the IRB for consideration.

The refugee claimant has the [burden of proof](#). This means that, as the claimant, the person must show that the claim meets the conditions for being referred to the IRB - in other words, that the claim is eligible for refugee protection.

If the claim is eligible and it is referred to the IRB, the person will be given information about the hearing process. This information will include a [Personal Information Form](#) (PIF) that must be completed within 28 days. The claimant must fill out the PIF in full, stating the facts of the claim accurately and truthfully.

Not eligible:

The claim is not eligible if the person:

- has already been granted refugee protection in Canada or in another country
- has previously been refused refugee protection in Canada
- came to Canada from, or through, a designated safe third country where the person could have claimed refugee protection, or
- is a security risk, has violated human or international rights, has committed a serious crime or has been involved in organized crime

Personal Information Form (PIF) - Do's and Don'ts

- The claimant must fill out and hand in the Personal Information Form on time – within 28 days of receiving it from CIC or the CBSA.
- Parents must complete and sign a PIF for each child with them (under 18 years of age). Some parts of the PIF will not apply to children aged six and under.
- Usually, the IRB will appoint the parent who signs the PIF as the child's designated representative. This parent will be responsible for making decisions regarding the claim on the child's behalf.
- If the child is travelling alone, the IRB will appoint a designated representative. The designated representative will complete and sign the child's PIF.
- The PIF can be filled out in either English or French. If necessary, the claimant can work with a translator to ensure that the information is accurate and clear.
- The claimant must tell the whole story – He / she must not leave out any details. If the question does not apply, write "N/A" for "not applicable."
- The claimant must complete and sign his or her own PIF. If someone helped the claimant complete the PIF, he / she should not sign the form until they are satisfied that the information is complete, true and correct.

What happens next to the claim?

The IRB reviews each claim to determine the fairest and most efficient way to come to a

decision about it. The IRB considers many factors, including the country the claim is made against and the nature of the claim itself. The IRB then selects one of three possible ways to decide the claim:

- a fast-track expedited process
- a fast-track hearing
- a full hearing

The refugee determination process is usually *non-adversarial*. This means that the member (the decision-maker) or an IRB employee called a *refugee protection officer* (RPO) asks the claimant questions about the facts supporting the claim in order to establish the truth of the story. No one argues against the claim.

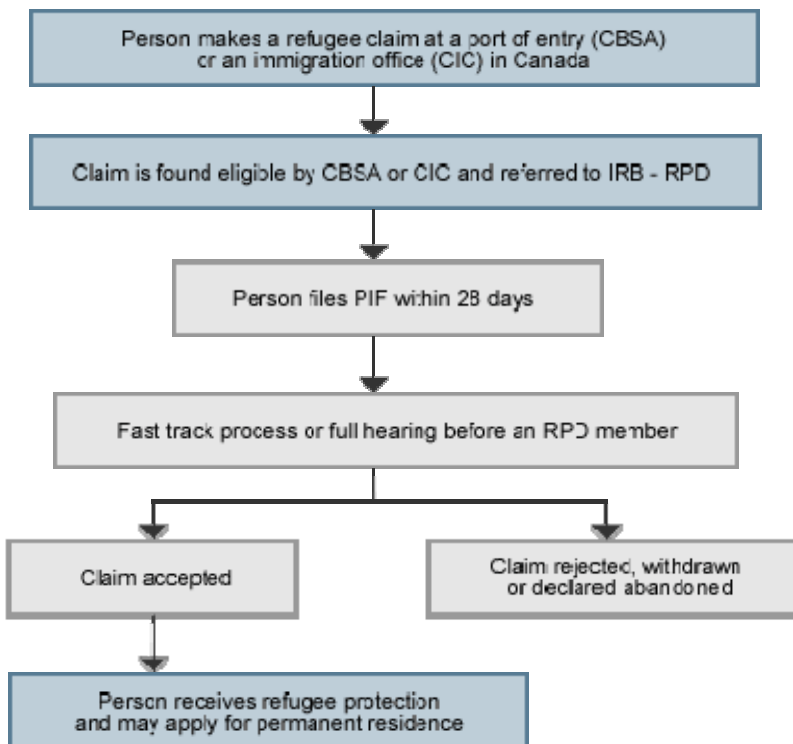
Here is a description of each of the three ways:

- The *fast-track expedited process* is used for claims from certain countries or for certain types of claims. The categories of claims change from time to time, for example, depending on country conditions. In the expedited process, the refugee protection officer interviews the claimant. The officer then makes a recommendation about the claim. If the recommendation is favourable, the claim is forwarded to a member who will decide if it should be accepted without a hearing. A hearing is held if the claimant is not granted refugee protection through the expedited process.
- *Fast-track hearings* are held for claims that appear to be simple because they may be decided on the basis of one or two issues. A refugee protection officer does not attend these hearings.
- *Full hearings* are held for claims that involve more than two issues and may be complex. Full hearings follow the general tribunal process described on page 7. In a limited number of cases, *Minister's counsel* participates in the hearing to argue against the claim. A refugee protection officer may assist the member to ensure that all relevant evidence is presented. Representatives of the United Nations High Commissioner for Refugees (UNHCR) may observe the hearing.

The IRB will assign the claimant to one of these processes: the fast-track expedited process, a fast-track hearing or a full hearing. The claimant will receive a letter with a date, time and place to appear. The claimant must appear or the IRB will assume that the claimant has abandoned, or dropped, his/her claim. If the claimant cannot make the scheduled time for a serious reason, such as illness, he/she must contact the IRB right away. A new time may be scheduled.

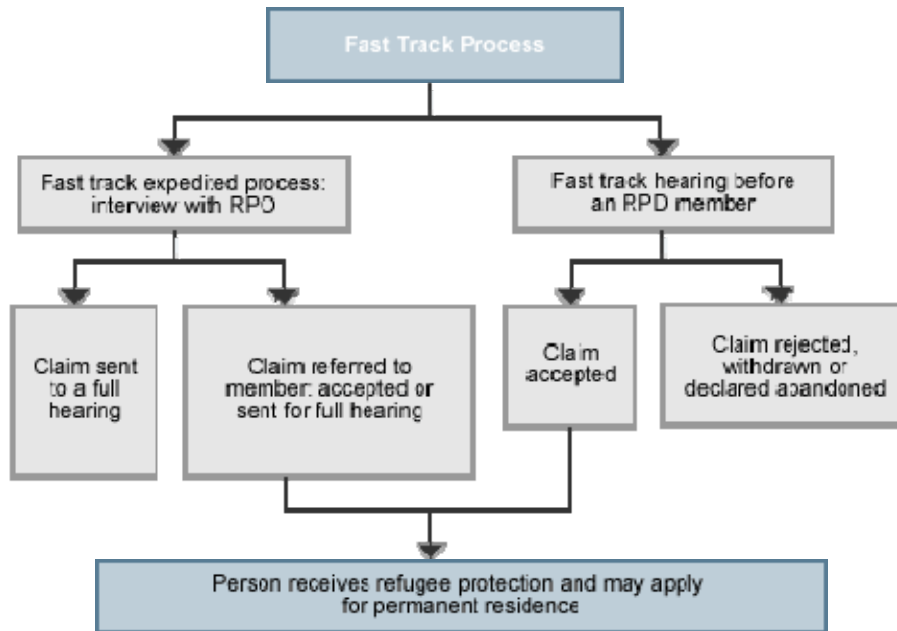
The refugee determination process

The following chart illustrates the refugee determination process:



The fast-track expedited or fast-track hearing process

The following chart illustrates the fast-track expedited or the fast-track hearing process:



What information does the IRB use to determine who is a refugee?

The IRB uses testimony and evidence given by the claimant about his or her claim. Members also receive full and regular training. They develop expertise on the human rights conditions in many countries and have access to all IRB research.

The IRB Research Program makes current, public and reliable information available to everyone involved in a refugee claim. IRB research supports fair refugee protection determination. Researchers gather information through interviews with human rights workers, journalists, academics and other authorities. They also gather information through a wide range of publications on international affairs and refugee and migration issues. Using many different sources ensures that the information is fair, full and reliable. As well, the IRB exchanges information on country conditions with international organizations such as the UNHCR, foreign government agencies, and non-governmental organizations. This information is available at IRB Regional Documentation Centres and on the IRB Web site: www.irb-cisr.gc.ca.

What happens after a claim is decided?

If the IRB determines that a person is a refugee entitled to protection in Canada, that person may apply to [Citizenship and Immigration Canada](http://www.cic.gc.ca) to become a permanent resident. If the IRB determines that a person is not a Convention refugee or person in need of protection, that person may ask the Federal Court of Canada for leave, or permission, for judicial review of the IRB's decision. If permission is granted and the judicial review is allowed, the claim is returned to the RPD for re-hearing. Minister's counsel may also apply for

leave, or permission, for a judicial review of any IRB decision. Unsuccessful claimants may have other options, such as requesting a [pre-removal risk assessment](#) from CIC.

Excluded persons

Note: Some people are [excluded persons](#). They cannot be granted refugee protection if they :

- have committed a crime against peace, a war crime, or a crime against humanity
- have committed a serious non-political crime outside Canada
- are guilty of acts contrary to the purposes and principles of the United Nations, or
- live in a country (other than your home country) where they have rights similar to those of a citizen

The Immigration Division

What does it do?

The [Immigration Division](#) (ID) holds admissibility hearings for people who are believed to have [contravened](#) the [Immigration and Refugee Protection Act](#) (IRPA). If the [Canada Border Services Agency](#) (CBSA) believes you are [inadmissible](#) to Canada, it will ask the IRB to hold an admissibility hearing to determine if you are [admissible](#), that is, whether you may enter or remain in Canada.

The ID also holds detention reviews for people who are detained, or held, by the CBSA for immigration reasons. If a person is detained, they must have their detention reviewed within a certain time, as set out in IRPA. At a detention review, the IRB decides if a person may be released from detention.

Who appears before the Immigration Division for an admissibility hearing?

At the request of the CBSA, foreign nationals or permanent residents who are believed to have contravened IRPA appear before the ID for admissibility hearings. (In a limited number of cases, [Citizenship and Immigration Canada](#) (CIC) may also request an admissibility hearing).

A person may not be able to enter or remain in Canada if the ID determines that they:

- have failed in some way to comply with IRPA

- are a security threat
- have violated human or international rights
- have been involved in crime or organized crime
- have engaged in [misrepresentation](#), such as claiming a false identity
- have a health condition (in some cases)
- do not have enough money to support themselves, or
- are accompanying an [inadmissible](#) family member

In some cases, the CBSA has the power to issue removal orders, that is, to send a person out of Canada, without requesting an admissibility hearing.

What are the different kinds of removal orders?

There are different types of removal orders, depending on the person's status in Canada and other factors.

Departure order

This is an order to leave Canada within 30 days after the order comes into effect. Before leaving Canada, the person must notify the CBSA, which will give them a certificate of departure as proof of their compliance. If they do not leave (or if they do not notify the CBSA), the departure order automatically becomes a deportation order after 30 days.

When the CBSA refers someone, as a refugee claimant, to the IRB, it also issues a *conditional departure order* against that person. This order will *only* come into effect, and the CBSA will only remove them, if they abandon their claim for refugee protection, or if the IRB does not grant them refugee protection.

Exclusion order

Under an exclusion order, a person must leave Canada and cannot return for at least a year unless they have written permission from the Government of Canada. If they were removed for misrepresentation - for example, purposely not telling the truth - they cannot come back for two years, unless they have written permission from the Government of Canada.

Deportation order

Under a deportation order, a person will be removed from Canada and they are permanently barred from Canada. This type of removal order is issued for inadmissibility, for example, if they are a security threat, or have committed a serious violation of IRPA. If they are deported, they may not return unless they have written permission from the Government of Canada.

What happens at an admissibility hearing?

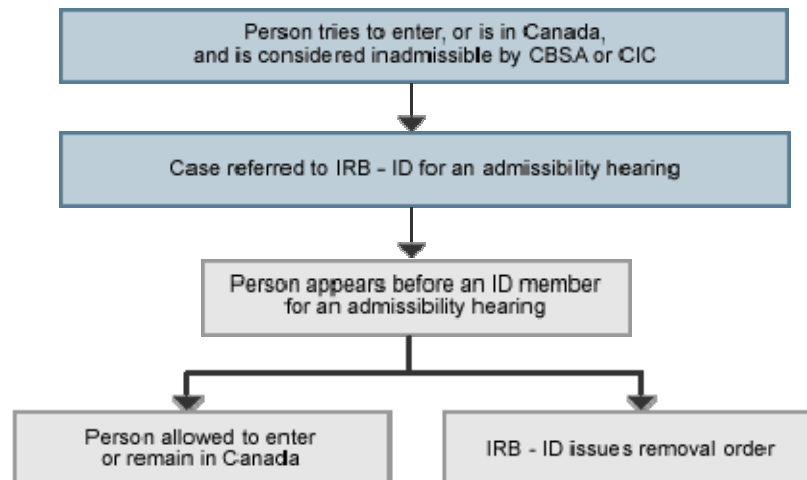
When the CBSA requests an admissibility hearing, it also sends the IRB a report. The report explains why it believes a person should not be allowed to enter or remain in Canada. The ID then holds an admissibility hearing. Admissibility hearings are ***adversarial***. This means that Minister's counsel will say why a person should not be allowed to enter or remain in Canada. The person, or their counsel, will respond. After considering all the evidence, the member (the decision-maker) makes a decision and then issues an order. The order either requires them to leave Canada or allows them to enter or remain in Canada. Terms and conditions may be imposed. If a person was in detention, the member may order them to remain in detention if he or she believes that the reasons for the original detention still stand.

What happens after an admissibility hearing?

In some cases, a person may be able to appeal the removal order to the [Immigration Appeal Division](#) (IAD) of the IRB. (For more information about removal order appeals, see page 21.) In some cases, a person may be able to seek permission, or leave, of the Federal Court of Canada for a judicial review of the IRB's decision. Minister's counsel may also seek leave for judicial review.

The admissibility hearing process

The following chart illustrates the admissibility hearing process:



Who appears before the Immigration Division for a detention review?

Foreign nationals or permanent residents who have been detained by the CBSA for immigration reasons appear before the ID for detention reviews. The CBSA may detain, or hold, someone (the foreign national or permanent resident) if it has reasonable grounds to believe that they:

- are unlikely to appear for an examination, hearing or [removal](#)
- are a danger to the public
- are inadmissible – that is, not allowed to enter or remain in Canada – for security reasons, or for violating human or international rights, or
- have not established their identity to the CBSA's satisfaction (this only applies to foreign nationals)

A person may be held in a minimum-security immigration holding centre or in a provincial correctional facility.

What happens at a detention review?

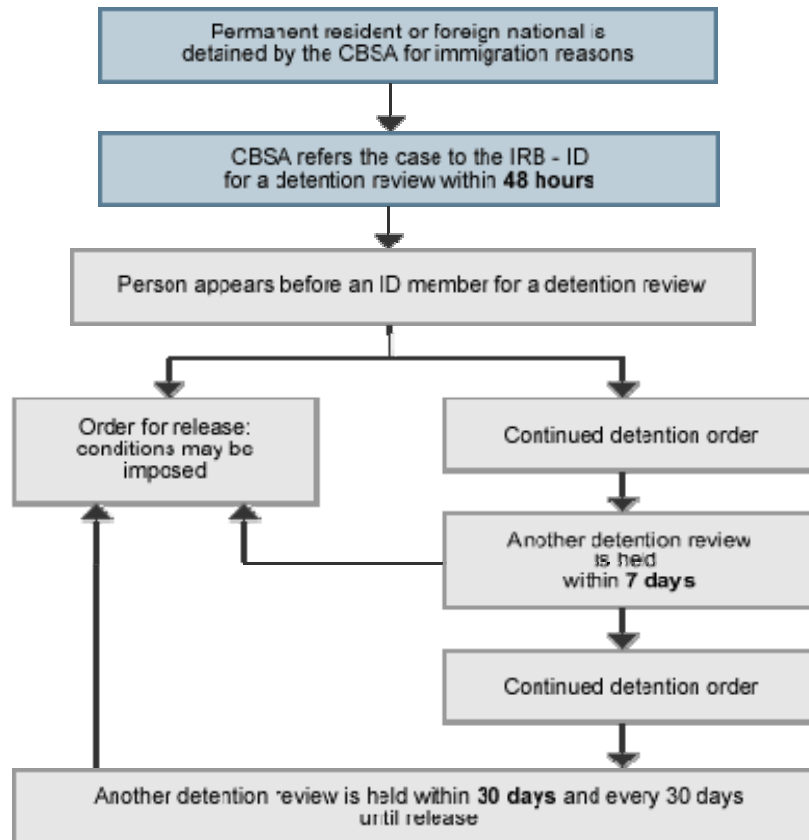
When the CBSA detains someone, a detention review must be held to decide whether there is reason under IRPA to continue their detention. Within 48 hours of when they are first detained (or as soon as possible afterwards), the ID will review the reasons for their detention. A member will hear arguments from Minister's counsel about why a person should remain detained. The person, or their counsel, will respond. The member may then order that they remain in detention.

If the member orders them to remain in detention, they will appear for another hearing before the ID within seven days of the first review. The ID holds further hearings at least once every 30 days for as long as they are detained. A person may ask for an early review of their detention at any time, but they must present new facts to justify the request. Either they or Minister's counsel may ask the Federal Court of Canada for leave, or permission, for a judicial review of any IRB decision on detention.

If the member finds that there is no longer a reason under IRPA to continue their detention, then the member may order their release. The member may also order certain terms and conditions, such as posting a [bond](#) (a cash deposit) or guaranteeing to do something, such as reporting on a regular basis to an immigration office.

The detention review process

The following chart illustrates the detention review process:



The Immigration Appeal Division

What does it do?

The [Immigration Appeal Division](#) (IAD) hears appeals on immigration matters. There are four types of appeals:

- sponsorship appeals
- removal order appeals
- residency obligation appeals
- Minister's appeals

Here is a description of each type of appeal:

Sponsorship appeals

If a person is a Canadian citizen or a permanent resident, and their [application](#) to sponsor the immigration of a close family member to Canada has been refused, they may appeal to the IAD.

Note: They may not appeal if their family member has been found to be inadmissible because of:

- a serious criminal offence punished in Canada by a term of imprisonment of two years or more
- involvement in organized crime
- security grounds
- violations of human or international rights, or
- misrepresentation (unless the person is their spouse, common-law partner or child)

Removal order appeals

If a person is a permanent resident of Canada, a refugee, or a foreign national with a permanent resident visa and they have been ordered removed from Canada, they may appeal to the IAD.

Note: They may not appeal if they have been found to be inadmissible to Canada because of:

- a serious criminal offence punished in Canada by a term of imprisonment of two years or more
- involvement in organized crime
- security grounds, or
- violations of human or international rights

Residency obligation appeals

Generally, IRPA requires permanent residents to be physically present in Canada for at least 730 days out of every five years. If they are outside Canada and a [Citizenship and Immigration Canada](#) (CIC) visa office (also outside Canada) finds that they have not met this residency obligation, they may lose their permanent resident status. You may appeal the CIC decision to the IAD.

Minister's appeals

The Minister of Public Safety may appeal to the IAD a decision on admissibility made by the [Immigration Division](#).

What are the grounds for an appeal?

The IAD may [allow](#) an appeal - and [set aside](#) the original decision - if there was:

- an error in law or fact
- a breach of a [principle of natural justice](#)

In some cases, the IAD may give special relief and allow an appeal based on humanitarian and compassionate considerations, such as the best interests of a child. However, to qualify for this relief, the sponsor and their family member must fit in the IRPA definition of “sponsor” and “member of the family class”.

What happens if a person appeals a sponsorship refusal?

As a sponsor, a person has 30 days after the refusal to appeal to the IAD. Some sponsorship appeals go through an informal [alternative dispute resolution](#) process.

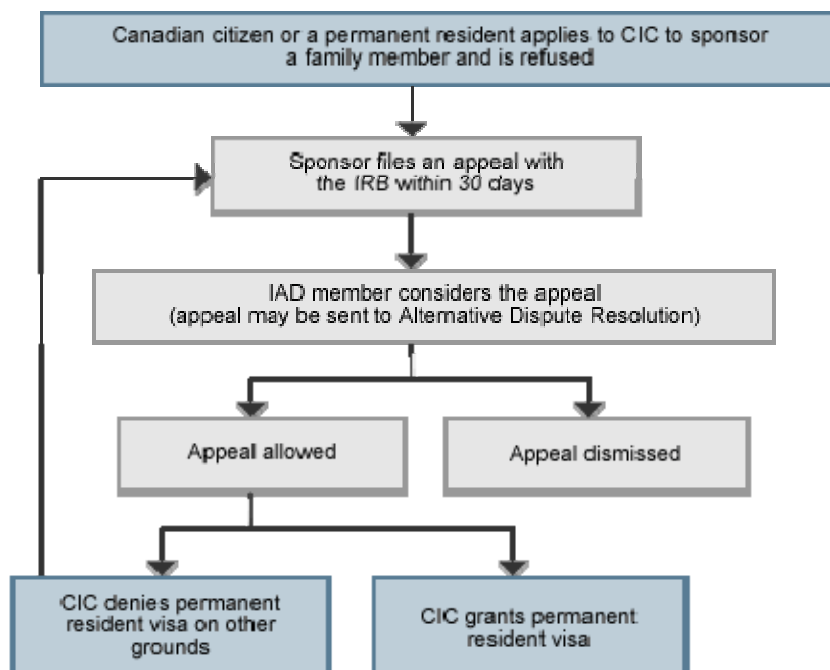
If their appeal is allowed and the original decision is set aside, CIC will resume processing the sponsorship application. CIC is bound by the IRB's decision. However, it is possible for CIC to refuse the application on other grounds, which they may also appeal to the IAD. Either the Minister of Citizenship and Immigration or the sponsor, may apply to the Federal Court of Canada for leave, or permission, for judicial review of the IRB's decision. The Federal Court of Canada will either [dismiss](#) the application or return the case to the IAD for re-hearing.

What is alternative dispute resolution?

The IAD may suggest that a person's appeal be decided through alternative dispute resolution (ADR). ADR is only suggested for appropriate cases. If a person agrees to ADR, this means that they will sit down with a [dispute resolution officer](#), assigned by the IAD, and Minister's counsel to discuss their case. The dispute resolution officer will help them clarify the issues in their case and encourage both sides to agree on a decision about their case. This may mean that Minister's counsel agrees that their appeal should be allowed, or it may mean that the sponsor agrees to withdraw their appeal. Alternative dispute resolution does not work for every case, so if they cannot all agree their appeal will return to the IAD for decision.

The sponsorship appeal process

The following chart illustrates the sponsorship appeal process:



What happens if a person appeals a removal order?

If a person wants to appeal a removal order, they must do so within 30 days of its issue. In most cases, a member (decision-maker) will hear their appeal according to the tribunal process described on page 8. Not everyone can appeal. For example, if they have been convicted of a crime with a sentence of two years or more or if they are a security threat, they cannot appeal their removal order.

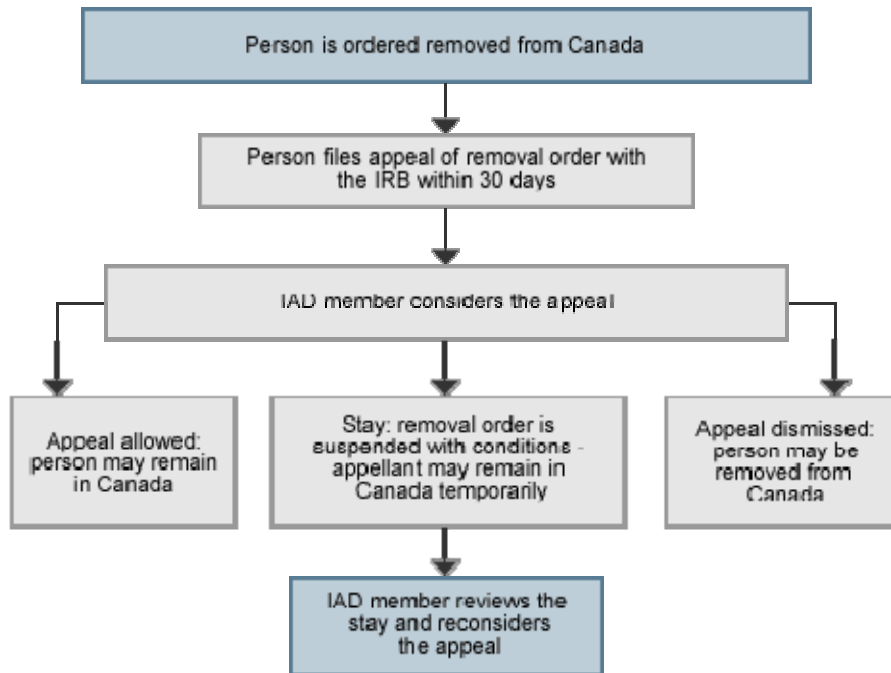
If the appeal is allowed, the removal order is set aside and they may remain in Canada. If the appeal is dismissed, the removal order will be upheld and the CBSA could remove them from Canada. (For more information on types of removal orders, please see page 15).

Instead of deciding to allow or dismiss the appeal, in many cases, the IAD may decide to **stay** the removal order. This means that, temporarily, it will not be carried out. The IAD will reconsider their appeal later, at a time set by the member hearing the appeal. If this happens, the person must also meet certain conditions, such as reporting regularly to a CBSA office. The IAD may, at any time, change the conditions or cancel the stay. If the IAD cancels the stay, it will then decide to either allow or dismiss the appeal.

As with sponsorship appeal decisions, either the person or Minister's counsel may apply to the Federal Court of Canada for leave, or permission, for judicial review of any IRB decision.

The removal order appeal process

The following chart illustrates the removal order appeal process:



What happens if a person appeals a decision on the residency obligation?

If a person is a permanent resident and CIC says that they have not met the residency obligation, they must appeal no later than 60 days after receiving the decision letter from CIC. A person may be outside Canada when they receive the decision letter from CIC on the residency status determination. If they were in Canada at any time over the past 365 days, CIC must give them a travel document so that they can re-enter the country. In other cases, they may apply to the IAD for a travel document. If the IAD decides that they must be at the hearing in person, it may issue an order. CIC will then issue them a travel document to allow them to enter Canada for the hearing. If they are not in Canada for the hearing, the hearing may be held by telephone.

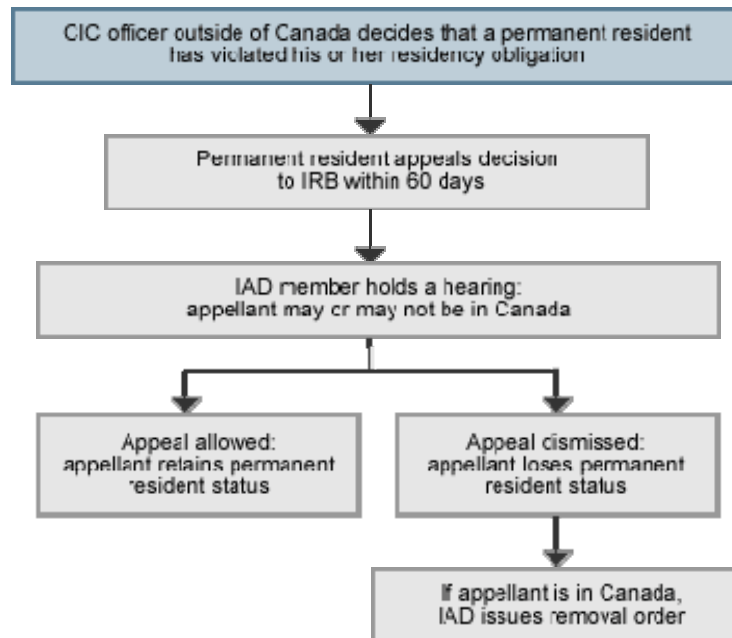
Either way, in most cases, a member will hear their residency obligation appeal according to the tribunal process described on page 7.

If the appeal on their residency obligation is allowed, the IAD will set aside CIC's decision and they will keep their permanent resident status. If the appeal is dismissed, they will lose their permanent resident status. If they are in Canada, the IAD will order their removal from Canada.

Either the person or Minister's counsel may apply for leave, or permission, from the Federal Court of Canada for judicial review of any IAD decision.

The residency obligation appeal process

The following chart shows the residency obligation appeal process:



About interpretation services at the IRB

Canadian law recognizes that everyone has a right to a fair hearing. This means, in part, that all participants must fully understand every statement made and document produced in legal proceedings. As a tribunal, the IRB has the duty to provide interpretation for any party who does not understand or speak the language of the proceedings.

In all its practices and processes, the IRB strives to act simply, quickly and fairly. It acknowledges that its clients have specific needs and will accommodate them to its utmost ability.

Many people who appear before the IRB come from countries where various languages are spoken. Quite often, these people are not conversant in either English or French, the two official languages of Canada. Interpretation services are therefore required so that the IRB decision-makers and other participants in the proceedings are able to communicate with the person who is the subject of the proceedings and that the latter is given an opportunity to communicate in a language with which he/she is familiar. Interpreters, therefore, play an important role both for the IRB and for the persons concerned by assisting them to communicate accurately. The provision of interpretation services ensures fairness of the process, and thus helps the IRB to achieve its goals.

PART I - ROLE OF THE INTERPRETER

Nature of the relationship between the interpreter and the IRB

You, as an interpreter, provide interpretation services as an **independent contractor as and when needed by the IRB**. You are not an employee of the IRB. Signing a contract with the IRB does not guarantee that your services will be used any fixed or minimum number of times. The IRB has sole discretion to call upon your services during the course of the contract.

As an interpreter, you must sign the Code of Conduct for Interpreters (the Code of Conduct) prior to being contracted by the IRB. The Code of Conduct sets the standards that you are expected to meet in providing interpretation services at the IRB.

Type of interpretation

Your task as an interpreter is to interpret orally all dialogue and, in some cases, short documents submitted during, before, or after the proceedings. You will have to interpret both from the language of the person who is the subject of the proceedings into English or French, and from English or French into the language of that person, using **consecutive interpretation**. Whatever is said in one language should be interpreted faithfully and accurately into the other language using the exact equivalent meaning and structure.

Means of interpretation

While most of the time the participants in the process are all **in the same room**, it may happen that you will be required to interpret over the **telephone** or in the context of a **videoconference**.

Ensuring fairness

While performing your duties, you must be **objective and impartial**. Your role is to provide interpretation, not to give advice or explanations to the person who is the subject of the proceedings. You should disclose to the case management officer, the clerk or the presiding decision-maker any real or potential conflict of interest you may have with the subject of the proceedings (see Rule 4 of the Code of Conduct).

You are the vehicle for transferring the messages between the subject of the proceedings and other participants. You are asked to interpret only what is stated, without omitting, adding or altering what is said. It is both wrong in law and unfair in general that there be any deviation from the accepted principle that every statement be interpreted. By following this principle and the instructions of the presiding decision-maker in each instance, you will help ensure a fair and proper hearing.

Context of interpretation

The IRB may need to retain your services in different settings: for a RPD hearing, an IAD hearing, an admissibility hearing, a detention review, or in other situations where the personnel of the IRB need to meet or speak with the subject of the proceedings. These proceedings are described below.

The *Immigration and Refugee Protection Act* is the statute that governs the activities of the IRB although other statutes are also referred to. While certain words may have a common meaning, in the context of this legislation they may have a more refined legal meaning. We encourage you to refer to the Act to appreciate this distinction.

During a hearing before the RPD, refugee claimants are requested to tell the panel what has led them to claim refugee status. In having to provide details about their circumstances, claimants often have to recall very sensitive and emotional moments of their life, about which they may find it difficult to speak. In those instances, your ability to demonstrate professionalism will inspire greater confidence and help facilitate a free-flowing exchange between the panel and the claimant.

PART II - GUIDELINES FOR INTERPRETERS

As a freelance interpreter for the IRB, it is expected that you will strive to maintain a high level of professionalism. The importance of this cannot be understated. In the hearing room, the perception that people will have of your abilities is directly related to your general conduct and your respect for procedures. Your level of competence will be demonstrated partly by the skills and qualities you reveal and foremost by your adherence to the Code of Conduct, as well as by your appreciation of the interpretation process, and of your own role and responsibilities.

The following guidelines provide details about the attitude and behaviour that are required from you. They are intended to give you some direction on what you should be doing and what you should refrain from doing when called on to provide services at the IRB.

No appearance of bias, and no actual bias

- You must be neutral and impartial. You are not on the side of the IRB, CIC or the person who is the subject of the proceedings. You must never, by your demeanour, indicate that you agree or disagree with the person's case. In other words, do not display any body language that shows concurrence or disagreement with the person who is the subject of the proceedings.
- Be careful not to show any bias.
- Do not become too friendly with any of the participants at the proceedings. You must not create the perception of favouring anyone.
- Do not make comments about the person who is the subject of the proceedings or any other participant.
- Do not discuss the merits of the case with anyone or make comments about it. In particular, you must never discuss the facts of the case or whether you feel the person who is the subject of the proceedings or a witness is telling the truth, with the presiding decision-maker or anyone else inside or outside the IRB's premises. This is not compatible with your role as a neutral and impartial interpreter in the proceedings.
- If you know the person involved in the case (e.g. family relation, friend or acquaintance) or have had previous contact with that person, advise the IRB's refugee protection officer or case officer accordingly. You must also point out your membership in any association or organization that might have an impact on the welfare of the person who is the subject of the proceedings.

- When you are in any doubt as to whether a conflict of interest exists, you must immediately notify the case management officer, the clerk, the refugee protection officer, the interpreter coordinator or the presiding decision-maker, as the case may be.

Accurate interpretation

- You have a legal obligation to interpret exactly what has been said. The precise communication of the particular word or phrase used can be critical to a proper decision. Take the time you need. It is more important to be exact than to be quick.
- Interpret only the words you have been asked to interpret - no more, no less.
- If you do not know a specific word or if you cannot remember the meaning of the word used, tell the presiding decision-maker. Do not make up an alternative.
- Interpret in the same person as the speaker. If a speaker says "I will...", interpret it as "I will..." (NOT as "he/she will...").
- Do not summarize, paraphrase, condense or exaggerate. Do not distort any information. Interpret everything that is being said: it is not up to you to decide what is relevant and what is not. What is a seemingly insignificant statement may be crucial in determining the merits of the case.
- Use words equivalent to those used by the speaker (e.g., if the person says he was "struck" don't use the word "assaulted"; an appropriate equivalent term would be "hit"). You must be able to make the distinction between well-educated speakers and those less educated and use words consistent with each person's vocabulary.
- You must reflect exactly what is said and not give an approximation. If a word has no equivalent in the other language, use a definition or a paraphrase of the word to convey its meaning. If a word or concept does not exist in the other language for cultural reasons, you should explain this to the presiding decision-maker.
- When you realize that you have made a mistake or if a mistake is pointed out, correct yourself immediately.

Preparation and tools

- Be prepared to concentrate for long periods of time. As the interpreter of the proceedings, you will have to follow carefully the train of thought of the speakers and reproduce exactly what is said. You should be aware and prepared for the fact that during the proceedings, sensitive and emotional issues may arise.
- If you need a break, do not hesitate to ask the presiding decision-maker. If you are too tired to continue, the quality of your interpretation may be affected. It is vital that you provide good interpretation. You must therefore not try to hasten the course of the proceedings or jeopardize the quality of interpretation in any other way.
- Familiarize yourself with the terminology used during all proceedings. You are expected to take the time to look at the glossary (see attached annex) and translate the most commonly used words into the other language of interpretation. This will facilitate your work and will increase your efficiency, as you will be better prepared to come up rapidly with the precise word.
- You may find it useful to take notes to help you remember the message of the speaker, including key words. Get into the habit of noting names, dates and numbers because they can be easily forgotten or confused. Destroy your notes at the end of the hearing before leaving the room.

Appropriate communication

- Take a moment before the proceeding commences to ensure that you can communicate with the person and vice versa, so that both of you are satisfied that you understand each other. When the proceedings commence, the presiding decision-maker at the hearing will ask you if this has been done.
- Do not attempt to elaborate or explain the meaning of a question to the person who is the subject of the proceedings. If the person who is the subject of the proceedings does not understand a question asked during the hearing, advise the presiding decision-maker of the person's response, and the presiding decision-maker will provide instruction.
- You should try to use the same tone and level of language as the person speaking. Adjust yourself to that person's style. You will have to control the person's flow of speech, possibly by hand signs; otherwise, you may have difficulty recalling everything that the person says. You may have to interrupt when a person talks for too long and explain that you need time to interpret what has been said.

- Do not intercede or make suggestions on behalf of anyone. It is not for you to determine which question should be asked or how it should be asked.
- If a person addresses any questions to you personally at the hearing, interpret them directly to the presiding decision-maker. Explanations are given by the presiding decision-maker, not by the interpreter.

Professional conduct

- Each presiding decision-maker at a RPD, IAD or ID proceeding may have a slightly different style and may follow a different procedure. Always take instructions from the presiding decision-maker.
- If any problems arise during the proceedings, advise the presiding decision-maker. You should also inform the interpreter coordinator, immediately following the hearing, if any difficulties or problems have arisen during the hearing.
- The IRB views it as improper and unprofessional for an interpreter to seek to withdraw from a hearing, particularly in mid-hearing, for any supposed reason of conscience; the professional interpreter's role is to interpret, not to judge.
- It is, however, proper to draw it to the attention of the panel if you find you are unable to properly interpret because of the dialectic or related difficulties.
- If the proceedings are recessed, adjourned, postponed or concluded, you should go to the reception area or to the interpreters' lounge to wait for further instructions. You should always advise the case management officer or the interpreter coordinator before leaving the premises.
- If your interpretation is challenged by counsel or by the person who is the subject of the proceedings, you should be able to explain your choice of words if requested. In any event, abide by the decision of the presiding decision-maker. Always inform the interpreter coordinator if your interpretation has been challenged.

PART III - GENERAL INFORMATION

Accreditation

In order to provide services to the IRB, you must successfully pass an accreditation test. In very exceptional circumstances and only where it is necessary to safeguard the fundamental rights of the subject of the proceedings, non-accredited interpreters may be retained. This situation may arise in cases where the subject of the proceedings only speaks a very rare language or dialect.

Reliability check

Prior to being contracted by the IRB, you must consent to and pass an enhanced reliability screening.

Code of conduct

When signing a contract with the IRB, you are obligated to comply with the Code of Conduct for Interpreters which sets out the rules you are expected to follow.

Dress

Your clothing should be appropriate for a formal hearing and in keeping with the atmosphere of the hearing room.

Attendance

You must provide a minimum of 48 hours' notice if you are unable to attend a scheduled hearing.

Punctuality

If, for any reason, you are prevented from being on time, advise the registrar or the interpreter coordinator of the IRB. Otherwise, report for duty 15 minutes before the scheduled commencement of the proceeding.

Dictionary

You may use an ordinary dictionary, a legal dictionary, and this handbook during the proceedings. You may also want to have a pen and paper with you to make notes to help you during the proceedings. However, at the end of the hearing, all material related to the proceedings must be left in the room, and any notes you have made must be destroyed.

Calendar

You may require a calendar to convert dates from some countries.

Recording of Proceedings

Recording devices are used to make a verbatim record of all the dialogue in the proceedings. Consider the need for clarity for the tape recorder. When speaking in English or French, speak clearly and not too fast. If uncommon names or places are mentioned, spell them out or write them down for recording purposes.

Use of telecommunications

You may be asked to provide interpretation services for proceedings conducted by telephone or videoconference. While it is not usually the practice to have interpretation rendered by telephone, it is sometimes necessary due to geographic limitations and interpreter availability. Please remember and comply with the instructions below when providing telephone interpretation.

- IRB office: when and where possible, arrangements should be made for you to perform telephone interpretation from an IRB office. When this is not possible, you may provide the service from your home.
- Conference call participants: it is inappropriate and unlawful for anyone else to be a party to or observing at some of the Board's proceedings. If you must provide interpretation services from your home phone, please take the necessary steps to ensure that others who may reside with you do not interrupt on the telephone line. Furthermore, background voices are distracting for others participating on the call.
- Secure telephone: it is important for you to use a land-line telephone. Cellular phones will not be permitted.
- Call-waiting: this feature should be disabled in advance of the proceedings as the "beeping" of incoming calls can be very distracting to all participants.
- Pets: barking dogs, meowing cats, chirping birds and other pet noises will not be permitted during the conference call.

- Children: it is completely inappropriate for children to be heard in the background or listening on the telephone. If you are providing telephone interpretation services from home, you should arrange for offsite childcare or restrict the childcare arrangements to particular areas of the home where they will not be heard.
- Time-zone differences: it is possible that you may be interpreting in proceedings that are taking place in a different province and a different time-zone. You must take this into account when you accept to provide telephone interpretation services. Ex: you may be asked to work through what would normally be your lunch hour.
- Body language: because you will not be able to see body language, gestures and other visual aids (notes, documents, etc.) you should always ask for clarification when in doubt about what you hear on the telephone. While the interpretation provided need not be perfect, it must be continuous, precise, impartial, competent and contemporaneous.

Termination of Proceedings

Check with the officer responsible before leaving to ensure that your services are no longer required, and that the hours of work are properly recorded. Occasionally delays are encountered; therefore, you may wish to bring something to occupy your inactive time.

Swearing in

At the beginning of the proceedings, you will be sworn in by the presiding decision-maker, to translate and interpret accurately and to the best of your ability. You may also be reminded of the confidentiality of the proceedings and the fact that you cannot, within or outside the IRB, discuss any matter for which you provide services to the IRB. Should you, as an interpreter, become aware of a conflict of interest in relation to the case that has not been previously raised with a case management officer or a refugee protection officer or the interpreter coordinator, it should be raised with the presiding decision-maker at the time of the swearing in.

You will be asked to take an oath by swearing on the holy book of your choice or by making a solemn declaration. There are penalties provided by law for persons convicted of intentionally misleading justice.

[Sample]

OATH - "Do you promise to interpret accurately any statements made, and to translate accurately any documents that the Refugee Protection Division/Immigration Appeal Division/Immigration Division may require to be translated, in the course of these proceedings to the best of your ability, from the language into the (English or French) language, and from the (English or French) language into the language, so help you God?"

OR

[Sample]

SOLEMN DECLARATION - " Do you solemnly declare to interpret accurately any statements made, and to translate accurately any documents that the Refugee Protection Division/Immigration Appeal Division/Immigration Division may require to be translated, in the course of these proceedings to the best of your ability, from the language into the (English or French) language, and from the (English or French) language into the language?"

Contact address

Make sure you provide the interpreter coordinator with a current address and telephone number where you can be reached if the IRB needs to retain your services. Always notify the interpreter coordinator of any change of address or telephone number.

PART IV - OTHER PARTICIPANTS AT THE PROCEEDINGS

The following paragraphs contain a brief description of the roles of the various participants in the proceedings.

<p>Presiding member</p> <p>The member appointed to chair an RPD, IAD or ID proceeding.</p> <ul style="list-style-type: none">■ The presiding decision-maker (member) is responsible for procedural practice at the proceeding. <p>Member</p> <ul style="list-style-type: none">■ The person who sits on the RPD, IAD or ID hearing and is responsible for making the decision, on the basis of the facts of the case and in accordance with the law. <p>Refugee protection officer (RPO)</p> <p>An employee of the IRB, who acts as a neutral participant at a RPD hearing and whose function is to assist the panel or member before, during and following the hearing. During the hearing, the RPO may file documentary evidence, call witnesses, question witnesses, and make written or oral observations and summations.</p>	<p>Subject of the proceedings</p> <p>The "person concerned" whose case is being considered at the proceeding. This person is the main witness and may be the only one called. It is of the utmost importance that the person concerned understands what is being said and that others understand him/her.</p> <p>RPD: The person who claims Convention refugee status may be referred to as "the claimant".</p> <ul style="list-style-type: none">■ The person who makes an appeal to the IAD may be referred to as "the appellant". The Minister may also be the appellant.■ The person who appears before the Immigration Division for an admissibility hearing or a detention review is referred to as "the person concerned".
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Hearings officer

- The party who represents the Minister of Citizenship and Immigration in matters before the IAD and the RPD.

Counsel

- The person who represents the person concerned at an RPD hearing, an IAD hearing or an Immigration admissibility hearing or detention review. Counsel may be a lawyer, an immigration consultant, a friend or a relative or another person chosen by the person concerned to act on his/her behalf. Counsel may call witnesses, present evidence and make applications, objections and submissions.

Case presenting officer (CPO)

- A senior immigration officer who represents the Minister of Citizenship and Immigration at admissibility hearings and detention reviews. The CPO is responsible for stating the case for the Minister. This officer calls witnesses to admissibility hearings and detention reviews, examines and cross-examines witnesses, and may also present documentary evidence.

Case management officer (CMO)/ Case officer (CO)

- An employee of the IRB who, while not necessarily present at the proceedings, is responsible for the administrative processing of cases.

Designated representative

- A person designated by the presiding decision-maker, to act in the best interests of the person who is the subject of the proceedings and make decisions that he/she would otherwise make, where the person who is the subject of the proceedings is under the age of eighteen years, or is unable to appreciate the nature of the proceedings. The designated representative may also retain someone to act as counsel on the person's behalf.

Guardian (or parent)

- A lawfully appointed person having the right and duty of making decisions for the person who is the subject of the proceedings where the person who is the subject of the proceedings is under the age of eighteen years or is mentally disadvantaged.

Witness

- A person called upon to give evidence at the proceeding.

Observer

A person not taking part in the hearing. An observer may attend at the request of the subject or with permission. The presiding decision-maker may require an observer to leave if that person is likely to impede the proceedings. At RPD hearings, a representative of the United Nations High Commission for Refugees (UNHCR) has a right to attend and observe. IRB representatives may also attend as non-public observers.

PART V – REFUGEE PROTECTION DIVISION (RPD) HEARINGS

The principal purpose of an RPD hearing is to determine whether the person claiming refugee status meets the definition of Convention refugee as defined in the *Immigration and Refugee Protection Act* and the United Nations 1951 Convention and the 1967 Protocol Relating to the Status of Refugees. At a hearing, a claimant and his/her counsel (if the claimant is represented) will present information, evidence and arguments in support of the claim. Two members of the RPD usually conduct the hearings, although, where the claimant consents, one member may preside. The exchanges between the participants are non-adversarial. A senior immigration officer of CIC must first determine whether or not the claimant is eligible to have his or her refugee claim heard before the claim will be referred to the RPD for a hearing.

Participants

The participants at the hearing normally include the member(s) of the Refugee Protection Division, the claimant, a refugee protection officer (RPO), an interpreter if necessary, the claimant's counsel and any witnesses that may have been called. A Minister's representative may sometimes be present to address certain issues. A representative of the United Nations High Commissioner for Refugees may attend any hearing of the RPD. IRB representatives may also attend as non-public observers. The RPO may not be present at the hearing. Although RPD proceedings are confidential, a member of the public may also apply to have a hearing made public. If the application is granted, the RPD may allow members of the public to observe all or part of the hearing.

Procedure at RPD hearings

The following is a basic outline of the procedure that you may encounter at a "typical" hearing. Since members may develop an individual style, the order and content of the steps may vary. This procedural outline is therefore intended to serve as a guide only.

1. All participants are identified.
2. The interpreter is administered an oath (see **Swearing In** in Part III).

3. The presiding member may deal with preliminary matters or ask the RPO or counsel whether there are any preliminary matters to be discussed.

When claimants are unrepresented, the presiding member will inform them of their right to counsel as follows:

"You have the right to obtain the services of a barrister, solicitor or other counsel and to be represented by any such counsel at the hearing, and you shall be given a reasonable opportunity, if you so desire, to obtain such counsel at your own expense." If that statement is not clearly understood, then the presiding member may state that "your counsel may be a lawyer or an immigration consultant. Your counsel may also be a friend or a relative, or anyone that you wish to assist you. If you require time in order to make arrangements to obtain the services of a lawyer or other counsel, I will grant you an adjournment for that purpose."

The hearing may be adjourned to allow the claimant to obtain counsel. When the hearing is resumed, it will continue from the point reached before the adjournment.

4. Where the hearing involves more than one claimant and the circumstances of the cases are the same, the presiding member may explain the process for joining the cases (known as joinder of claims).
5. Counsel may raise certain procedural issues or the RPO may make observations on an issue.
6. The claimant will be asked to take an oath or make a solemn affirmation and will be examined by his/her counsel and questioned by the RPO and members, as will any other witnesses at the hearing.
7. Documents such as the claimant's Personal Information Form (PIF) will be tendered as evidence before the panel.
8. When all the evidence is put before the panel, counsel will usually make a submission of the facts and the RPO will make observations in his/her summation of the case.
9. When the hearing is concluded, the panel may either reserve its decision or give it orally.

PART VI - IMMIGRATION APPEAL DIVISION (IAD) HEARINGS

The primary function of the Immigration Appeal Division is to hear and decide:

1. whether in a section 63 (2),(3), a removal order made by a senior immigration officer of CIC or an Immigration Division member of the IRB should be executed, cancelled or stayed; almost all of these section 63 (2),(3) appeals involve permanent residents and the issues are whether the removal order is valid in law and whether, if it is valid, there are circumstances that justify the IAD's exercising its discretionary jurisdiction in favour of the appellant by cancelling the order or staying the order on terms and conditions; or
2. whether in a section 63 (1) appeal, the refusal of a sponsored application of a family member (member of the family class) is valid in law and, if valid, whether there are compassionate or humanitarian considerations that warrant the granting of special relief.

Almost all IAD hearings involve a one-member panel. If the panel is comprised of three members, one member is designated as the presiding member.

Participants

The participants at an Immigration Appeal Division hearing include the member(s), the appellant and counsel, a hearings officer representing the Minister of Citizenship and Immigration, an interpreter if necessary, witnesses, and may include a clerk or an officer of the IRB and observers (unless the hearing is being conducted *in camera*).

Procedure at Appeal Division hearings

1. As with the proceedings for other hearings, the participants are identified.
2. The interpreter is administered an oath (see **Swearing In** in Part III).
3. The presiding member may deal with any preliminary matters, including informing the unrepresented appellant of his/her right to obtain counsel. If the appellant does not, but wishes to obtain, counsel, the hearing will be adjourned. When the hearing is resumed, it will continue from the point reached before the adjournment.
4. The appellant's counsel will proceed with the case, usually calling the appellant to the witness stand to testify. The witness will be sworn or affirmed.

5. Testimony will be given through examination-in-chief, and evidence may be tendered and accepted as exhibits. Cross-examination will follow by the hearings officer.
6. The appellant or the Minister's representative may call other witnesses.
7. The "record", consisting of numerous documents compiled by Citizenship and Immigration or the Immigration Division of the IRB, will already be before the panel and will be referred to.
8. Once all the evidence is in, the parties will make submissions on how they believe the panel should interpret the evidence and apply the law, and any discretionary relief.
9. The panel may reserve its decision or give it orally at the end of the hearing, or within five days of the conclusion of the hearing.

PART VII - IMMIGRATION APPEAL DIVISION (IAD) HEARINGS ALTERNATIVE DISPUTE RESOLUTION (ADR)

What is an ADR Conference?

An ADR (Alternative Dispute Resolution) Conference is not a regular appeal hearing. It is an informal meeting between an Appellant and an official from Citizenship and Immigration Canada (CIC) who is referred to as Minister's counsel. A Dispute Resolution Officer (DRO) from the Immigration Appeal Division assists the parties in an effort to resolve the case simply, quickly, and fairly. If the case is resolved through the ADR Conference, a hearing will not be required.

Who will attend the ADR Conference?

Attending the ADR Conference will be:

- The Appellant (and anyone who is representing the Appellant);
- Minister's counsel who represents CIC; and
- The DRO who is a neutral.

Appellants are requested to advise the DRO immediately if an Interpreter is required.

Who will make decisions at the ADR Conference?

The DRO will guide the meeting and encourage the parties to share information but will not decide the result. After reviewing the Appellant's file and meeting with the Appellant at the ADR Conference, Minister's counsel may agree that the appeal should be settled in the Appellant's favour. If Minister's counsel does not agree to settle, the Appellant may decide to withdraw the appeal or proceed to a hearing.

How is an ADR Conference different from a hearing?

An ADR Conference is an informal meeting. At an ADR Conference, each party gives their view as to why the appeal should be allowed or not. The Appellant may be asked questions at the meeting. If the Appellant has counsel at the ADR Conference, the Appellant will tell his/her story and counsel will provide support and advice. The ADR Conference will take approximately one hour to complete. Hearings generally take three hours or more.

What will happen at the ADR Conference?

- The DRO will make an opening statement and give the parties further details about the process.
- The DRO and Minister's counsel will ask the Appellant some questions about his/her case and ask him/her to explain why he or she thinks that the appeal should be allowed.

- The DRO may meet separately with Minister's counsel and with the Appellant to specifically discuss whether the case can be resolved.
- The DRO may provide the Appellant and Minister's counsel with an opinion as to the strengths and weaknesses of the case.
- If Minister's counsel agrees that the appeal should be allowed, a Summary of Agreement will be prepared. A member of the Immigration Appeal Division must approve each settlement. Once approved, an order allowing the appeal will be issued. The sponsorship application will then continue to be processed.
- If Minister's counsel does not agree that the appeal should be allowed, the Appellant will be given the choice of withdrawing the appeal or proceeding to a hearing.
- If the Appellant chooses to proceed to a hearing, the DRO will arrange for a hearing date.

COMMONLY USED ADR TERMS

ADR (Alternative Dispute Resolution)

“ADR” refers to a number of informal processes for settling cases outside of litigation. Examples of ADR processes include negotiation, mediation, and arbitration.

ADR Conference

“ADR Conference” is the term used in the Immigration Appeal Division’s ADR Program to describe the informal session that is held with Appellants and Minister’s counsel. The ADR Conference has been designed to give parties an opportunity to resolve appeals simply, quickly, and fairly.

Appellant

The “Appellant” is the sponsor of a family member (Applicant) who has chosen to appeal the refusal of Citizenship and Immigration Canada to approve the sponsorship.

Applicant

The “Applicant” is the family member being sponsored by the Appellant.

Caucus

A “caucus” is a private meeting held between a DRO and a party (including any representative) to the ADR Conference in the absence of the other party. Caucuses are most often held to explore settlement options.

Dispute Resolution Officer (DRO)

The “DRO” is a member of the Immigration Appeal Division who assists the parties during the ADR Conference. If a particular case does not resolve at the ADR Conference, a different member will be assigned to hear that case.

Mediation

“Mediation” is an ADR process in which a mediator facilitates the negotiation between parties in an attempt to resolve the issues. It is an informal, private, and confidential process. The ADR Conference is a unique process that shares many of the characteristics of mediation.

Mediator

A “mediator” is a neutral who assists parties negotiate a resolution to the issues between them. A mediator explains the mediation process, clarifies issues, and helps the parties to communicate effectively. The mediator may also provide the parties with a view as to whether the case would be allowed or dismissed at hearing.

Minister’s Counsel

“Minister’s counsel” is the official of Citizenship and Immigration Canada that represents the Minister at the ADR Conference. At an ADR Conference, Minister’s counsel has the authority to decide whether or not to recommend that an appeal be allowed.

Opening Statement

DROs begin the ADR Conference by making an “opening statement” that sets the tone for the session and gives the parties important information about the ADR process.

Protocols

The Immigration Appeal Division has developed a number of “Protocols” relating to the conduct of its ADR Program. The “Opting-Out Protocol” for example, addresses how to handle cases that may be unsuitable for ADR.

Sponsorship Appeal

A “sponsorship appeal” results from a refusal by an immigration or visa officer of Citizenship and Immigration Canada to approve a sponsored application for landing by a member of the family class.

Summary of Agreement

A “Summary of Agreement” is a document that allows an appeal. It is drafted by the DRO, signed by the parties, and approved by the Immigration Appeal Division.

PART VIII – IMMIGRATION DIVISION, ADMISSIBILITY HEARING

An admissibility hearing is a formal hearing requested by a senior immigration officer of Citizenship and Immigration, and presided by a member of the Immigration Division of the IRB, to determine:

- 1) in the case of a person seeking to come into Canada, whether he/she is admissible,

OR,

- 2) in the case of a person already in Canada and who is alleged to have violated the *Immigration and Refugee Protection Act*, whether he/she will be allowed to stay or be ordered to leave.

The member makes the decision as to whether the person may be allowed to stay or be ordered to leave Canada. This decision is based on the evidence the member hears or sees during the admissibility hearing.

Participants

The participants at an admissibility hearing include the member, the person concerned, a case presenting officer from Citizenship and Immigration, and may include an interpreter, counsel for the person concerned and witnesses.

Procedure at an Admissibility Hearing

The following is a basic outline of the procedure that you may encounter at a "typical" admissibility hearing.

1. Opening statement

"This is an admissibility hearing under the *Immigration and Refugee Protection Act* held at (place), on (date and time). My name is _____. I am a member as defined in the *Immigration and Refugee Protection Act*. "

The interpreter is then identified and sworn in by the member (see **Swearing In** in Part III).

2. Notice to Appear (read by the member into the record)

"I have received a Notice to Appear, causing an admissibility hearing to be held concerning (name of person concerned)."

3. Identification of person concerned

"Is (person concerned) present?"

4. Right to counsel explained to the person concerned

The member informs the person concerned of his/her right to obtain counsel. If the subject of the admissibility hearing does not have, but wishes to obtain, counsel, the admissibility hearing will be adjourned. When the admissibility hearing is resumed, it will continue from the point reached before the adjournment.

5. Counsel, case presenting officer and all other participants are identified for the record.

6. The member explains the purpose of the admissibility hearing, the allegation and the possible consequences.

7. The member outlines the procedure that he/she intends to follow with respect to the taking of evidence and the hearing of submissions.

8. Evidence is taken:

witnesses are sworn in or affirmed;
witnesses give evidence in response to questions;
documents are produced.

9. The case presenting officer and counsel each summarize the evidence and make final arguments in support of their position.

10. The member gives reasons for his/her decision and then renders a decision.

11. At the conclusion of the admissibility hearing, any of a number of documents relating to a person's release from custody or admission to or removal from Canada may have to be explained to the person concerned. You will be required to translate these documents.

PART IX – IMMIGRATION DIVISION, DETENTION REVIEWS

A person may be detained by a senior immigration officer of Citizenship and Immigration where there are reasonable grounds to believe that the person:

- a) is likely to pose a danger to the public;
- b) is unlikely to appear for an examination, for an admissibility hearing or its continuation or for removal from Canada; or
- c) is unable to satisfy an immigration officer with respect to his/her identity.

Such persons are detained by Citizenship and Immigration in facilities designed for this purpose or in provincial institutions. In many instances, the detention review takes place at the same time as the admissibility hearing.

Persons detained under the *Immigration and Refugee Protection Act* must have their detention reviewed by a member as soon as possible after any detention. Subsequent reviews are conducted within 7 days following the initial review and henceforth every 30 days for as long as the person is detained.

Participants

The participants at a detention review are the member, a senior immigration officer (the Minister's representative, who is also the CPO at the admissibility hearing where they are both conducted at the same time), the person concerned, counsel for the person concerned (if any), other immigration officers (if necessary for security reasons), an interpreter (if required) and possibly observers (unless the review is being conducted *in camera*) and witnesses.

Procedures at detention reviews

1. As with the admissibility hearing proceedings, all participants are identified.
2. Detention reviews are less formal than admissibility hearings and an oath may or may not be administered by the member (see **Swearing In** in Part III).
3. The member reviews the reasons for the detention or continued detention of the person concerned and accepts information from the senior immigration officer and the person concerned before making a decision.
4. The member may decide to:
 - a) release the person unconditionally;
 - b) release the person subject to certain terms and conditions; or
 - c) order the continued detention of the person.

PART X - SELECTED SECTIONS OF THE IMMIGRATION AND REFUGEE PROTECTION ACT AND REGULATIONS

As mentioned previously, the activities of the IRB are governed by the *Immigration and Refugee Protection Act*. You are encouraged to familiarize yourself with the *Act* and Regulations, as well as the RPD, IAD and Immigration Division Rules.

If you do not possess a copy of the Act, Regulations or Rules, you can obtain one from Public Works and Government Services of Canada or you can consult a copy at the Documentation Centre of the IRB. You may also wish to reference the IRB's website at www.irb.gc.ca, or the Public Works and Government Services Translation Bureau website (Immigration and Citizenship glossary) at www.translationbureau.gc.ca.

Many sections of the *Immigration and Refugee Protection Act*, Regulations and Rules are often referred to during the proceedings. Being familiar with them will help you to interpret at them with greater ease.

PART XI - COMMONLY USED TERMS

Like any other specialized organization, the IRB has its own specific vocabulary. Some terms you will learn by studying the *Immigration and Refugee Protection Act*, others you will learn from experience. While you are getting accustomed to the new terminology, you may wish to take the time to look at the list of commonly used terms in the glossary and gradually work at finding the equivalent in your language of interpretation. You may even want to consult with other interpreters who speak your language of interpretation, as well as share your list with them.

Although some words and expressions are commonly used throughout the IRB, others will apply only in one Division. For instance, the person concerned at an RPD hearing is a "claimant", but at the Appeal Division hearing, the person concerned is called an "appellant". Some words may be used either in their ordinary meaning or in a more legal or technical meaning in the context of the process.

The terminology that you will hear mostly in RPD hearings relates to the circumstances a person will describe with respect to his/her refugee claim. The claimant's personal story will revolve around the definition of a "Convention Refugee", which reads as follows:

Any person who by reason of a well-founded fear of persecution for reasons of race, religion, nationality, membership in a particular social group or political opinion, is outside the country of the person's nationality and is unable or, by reason of that fear, is unwilling to avail himself of the protection of that country, or not having a country of nationality, is outside the country of the person's former habitual residence and is unable or, by reason of that fear, is unwilling to return to that country.

You may want to keep note of the terms that come up most often and extend your list of commonly used terms for quick reference. Being well prepared by becoming familiar with the terminology will greatly enhance your effectiveness and assist you in maintaining your focus.

PART XI - COMMONLY USED TERMS

Adversarial proceedings: A process involving opposing parties, where one is contesting the case of the other party.

Administrative tribunal: A decision-making body with a licensing, certifying, approval or other adjudicative function. Although it is not a court of law, it directly affects the legal rights of a person.

Canadian citizen: A person who was born in Canada or who has been granted Canadian citizenship.

Convention refugee: A person who meets the definition of a refugee contained in the 1951 United Nations Convention Relating to the Status of Refugees. In general, it is someone who has left his or her home country and has a well-founded fear of persecution based on race, religion, nationality, political opinion, or membership in a particular social group, and is unable or, by reasons of his or her fear, unwilling to seek the protection of the home country.

Detention review: A formal review of the circumstances and reasons for detaining a foreign national or permanent resident under the Immigration and Refugee Protection Act.

Excluded persons: Persons who are excluded from the definition of a Convention refugee or person in need of protection. Excluded persons are, among others, persons who have committed a serious non-political crime outside Canada, a crime against peace, a war crime, a crime against humanity, or, are guilty of acts contrary to the purposes and principles of the United Nations, or have taken up residence in a country where they have rights and obligations similar to those of a national of that country.

Expedited process: A shortened process used for determining refugee protection claims that appear to be manifestly well founded. A refugee protection officer interviews a refugee protection claimant, and if the officer makes a favourable recommendation, the claim is forwarded to a member for a decision on the claim. A full hearing is held if the claimant is not granted refugee protection at the expedited process.

Foreign national: A person who is not a Canadian citizen or permanent resident.

Judicial review: A judicial review is different from an appeal on the merits of the case. The Federal Court of Canada will allow an application for judicial review of a decision, where the applicant shows, for example, that the decision under review contains an error of law or of fact, or that a principle of natural justice has not been respected.

Immigrant: A person who comes to settle in Canada as a permanent resident.

Immigration admissibility hearing: A hearing conducted to determine whether a foreign national or permanent resident may lawfully enter or remain in Canada.

Immigration and Refugee Protection Act: The Act of Parliament that governs matters concerning immigration and refugee protection in Canada. The Act came into force on June 28, 2002.

Leave for judicial review: Means the permission of the Federal Court of Canada to begin an application for judicial review.

Member: A person who makes decisions on cases in one of the divisions of the Immigration and Refugee Board.

Non-adversarial proceedings: Proceedings in which no one is opposing the case.

Permanent resident: A person who has been granted admission as an immigrant, but who has not become a Canadian citizen.

Permanent resident visa holder: A person who holds a visa for permanent residence, but has not yet been admitted to Canada as a permanent resident by an immigration officer.

Person in need of protection: A person whose removal to his or her home country would subject him or her to a danger of torture or to a risk to life or a risk of cruel and unusual treatment or punishment.

Pre-removal risk assessment: An assessment conducted by Citizenship and Immigration Canada of the risk to a person of removing him or her from Canada. Canada adheres to the principle of non-refoulement. Based on that principle, a person must not be removed to a country where the person would be at risk. A person under a removal order may apply to the Minister of Citizenship and Immigration for a Pre-Removal Risk Assessment.

Principles of natural justice: The principles of natural justice include the right to be heard, the right to be represented by counsel and the right to be judged by an impartial and independent decision maker.

Quasi-judicial: Similar to a court proceeding. "Quasi-judicial" refers to decisions made by administrative tribunals, which are not courts of law but to which the principles of natural justice apply.

Refugee protection claimant: A refugee protection claimant is a person in Canada who requests protection as a Convention refugee or as a person in need of protection. If refugee protection is granted, the person may apply for permanent residence.

Refugee protection determination hearing: A hearing in which a member of the Refugee Protection Division of the IRB decides a claim for refugee protection.

Refugee protection officer: An employee of the IRB who participates in the refugee protection

determination process. Refugee protection officers are “neutral”, i.e., they have no interest in the outcome of the case and their role is not to oppose the refugee protection claim.

Regional Documentation Centres: Documentation centres of the IRB’s Research Directorate that are open to the public. The Research Directorate collects and disseminates information on international affairs, human rights, and immigration and refugee issues (see addresses at the end of this booklet).

Removal order: A departure, an exclusion or a deportation order requiring a person to leave Canada.

Safe third country: A country designated under the Immigration and Refugee Protection Regulations as a safe country of transit or residence in which an individual could have found protection as a refugee before arriving in the country where the person is now claiming refugee protection.

Sponsor: A Canadian citizen or permanent resident who sponsors a member of the family class to enter or remain in Canada as a permanent resident.

Visitor or a temporary resident: a person other than a Canadian citizen, permanent resident or Minister's Permit holder, who is lawfully in Canada or who seeks to come to Canada for a temporary stay.

ANNEX - Part 1

GLOSSARY

A		
ABANDONMENT	DÉSISTEMENT	
ABANDONMENT HEARING	AUDIENCE SUR LE DÉSIGNEMENT	
ABUSE OF PROCESS	ABUS DE PROCÉDURE	
ACCEPT A CLAIM FOR REFUGEE PROTECTION	ACCEPTER LA DEMANDE D'ASILE	
ACCESS TO INFORMATION AND PRIVACY (ATIP)	ACCÈS À L'INFORMATION ET PROTECTION DES RENSEIGNEMENTS PERSONNELS (AIPRP)	
ACCOMPANYING DEPENDENT	PERSONNE À CHARGE QUI ACCOMPAGNE	
ACT	LOI	
ADJOURNMENT	AJOURNEMENT	
ADJUDICATION TRACKING SYSTEM (ATS)	SYSTÈME DE SUIVI DES CAS D'ARBITRAGE (SSA)	
ADMISSIBILITY HEARING	ENQUÊTE	
ADMISSION	ADMISSION	
ADOPTION DECREE	JUGEMENT D'ADOPTION	
ADOPTIVE PARENTS	PARENTS ADOPTIFS	
ADR (ALTERNATIVE DISPUTE RESOLUTION)	MARL (MODE ALTERNATIF DE RÈGLEMENT DES LITIGES)	
ADVANCE A CLAIM, TO	FAIRE VALOIR UNE DEMANDE D'ASILE	
ADVERSARIAL HEARING	AUDIENCE DE TYPE CONTRADICTOIRE	
ADVERSARIAL PROCEEDING	PROCÉDURE DE TYPE CONTRADICTOIRE; PROCÉDURE CONTRADICTOIRE	
AFFIDAVIT	AFFIDAVIT	
AGENT OF PERSECUTION	AGENT DE PERSÉCUTION	
AHMADIS	AHMADIS	
ALLOW A CLAIM FOR REFUGEE PROTECTION	ACCUEILLIR LA DEMANDE D'ASILE	
ALLOW AN APPEAL	FAIRE DROIT À L'APPEL	
ALL-WOMEN PANEL	TRIBUNAL ENTIÈREMENT FÉMININ	
ALTERNATIVE DISPUTE RESOLUTION (ADR)	MODE ALTERNATIF DE RÈGLEMENT DES LITIGES (MARL)	
AMENDMENT	AMENDEMENT (D'UN PROJET DE LOI); MODIFICATION (D'UNE LOI)	
APPEAL BOOK (AB)	DOSSIER D'APPEL	
APPEAL HEARING	AUDITION DE L'APPEL	
APPEAL ON THE MERITS	APPEL SUR LE FOND	
APPEAL, TO	INTERJETER APPEL	
APPEAR	COMPARAÎTRE	
APPEARANCE OF BIAS	APPARENCE DE PARTIALITÉ	
APPELLANT	APPELANT	
APPLICANT	DEMANDEUR	
APPLICATION	DEMANDE	

APPLICATION FOR ADJOURNMENT	DEMANDE D'AJOURNEMENT	
APPLICATION FOR DETERMINATION OF CESSATION OF REFUGEE STATUS	DEMANDE RELATIVE À LA PERTE DE STATUT	
APPLICATION FOR JUDICIAL REVIEW	DEMANDE DE CONTRÔLE JUDICIAIRE	
APPLICATION FOR LEAVE TO COMMENCE AN APPLICATION FOR JUDICIAL REVIEW	DEMANDE D'AUTORISATION DE PRÉSENTER UNE DEMANDE DE CONTRÔLE JUDICIAIRE	
APPLICATION FOR LEAVE TO VACATE CONVENTION REFUGEE STATUS	DEMANDE D'AUTORISATION CONCERNANT L'ANNULATION DE LA RECONNAISSANCE DE LA QUALITÉ DE RÉFUGIÉ AU SENS DE LA CONVENTION	
APPLICATION FOR NON-DISCLOSURE OF INFORMATION	DEMANDE D'INTERDICTION DE DIVULGATION DE RENSEIGNEMENTS	
APPLICATION FOR POSTPONEMENT	DEMANDE DE REMISE	
APPLICATION FOR PUBLIC HEARING	DEMANDE D'AUDIENCE PUBLIQUE	
APPLICATION TO CEASE REFUGEE PROTECTION	DEMANDE DE CONSTAT DE PERTE D'ASILE	
APPLICATION TO VACATE	DEMANDE D'ANNULATION	
APPLY FOR A REDETERMINATION, TO	DEMANDER LE RÉEXAMEN	
APPREHENSION OF BIAS	CRAINTE DE PARTIALITÉ	
ARGUMENTS	ARGUMENTS	
ARREST WARRANT	MANDAT D'ARRESTATION	
ASSIGNMENT COURT	AUDIENCE DE MISE AU RÔLE	
ASSISTED RELATIVE	PARENT AIDÉ	
ATIP (ACCESS TO INFORMATION AND PRIVACY)	AIPRP (ACCÈS À L'INFORMATION ET PROTECTION DES RENSEIGNEMENTS PERSONNELS)	
ATS (ADJUDICATION TRACKING SYSTEM)	SYSTÈME DE SUIVI DES CAS D'ARBITRAGE (SSA)	
ATTORNEY GENERAL'S PROSECUTOR (QUÉBEC)	SUBSTITUT DU PROCUREUR GÉNÉRAL	
AUTHORIZED STAY	SÉJOUR AUTORISÉ	
AUTHORS CITED	DOCTRINE CITÉE	
B		
BALANCE OF PROBABILITIES	PRÉPONDÉRANCE DES PROBABILITÉS	
BASIC DISCLOSURE PACKAGE	DOCUMENTS À COMMUNIQUER	
BENCH DECISION	DÉCISION RENDUE À L'AUDIENCE	
BENEFIT OF THE DOUBT	BÉNÉFICE DU DOUTE	
BEST INTERESTS OF A CHILD	INTÉRÊT SUPÉRIEUR DE L'ENFANT	
BINDING	CONTRAIGNANT; OBLIGATOIRE	
BINDING PRECEDENT	PRÉCÉDENT D'APPLICATION OBLIGATOIRE	
BIRTH CERTIFICATE	CERTIFICAT DE NAISSANCE	
BOARD	COMMISSION	
BONA FIDE	DE BONNE FOI	
BOND/CASH BOND/PERFORMANCE BOND	CAUTIONNEMENT	
BREACH	INFRACTION; MANQUEMENT; VIOLATION; NON-RESPECT; INOBSERVATION	
BREACH, TO	ENFREINDRE; CONTREVENIR; VIOLER	
BRIEFING BOOK FOR MEMBERS	CAHIER D'INFORMATION À L'INTENTION DES COMMISSAIRES	

BURDEN OF PROOF	FARDEAU DE LA PREUVE; CHARGE DE LA PREUVE	
BURDEN OF PROVING THAT A CLAIM IS ELIGIBLE	PREUVE DE LA RECEVABILITÉ	
C		
CALL WITNESS	CONVOCACTION DE TÉMOINS; FAIRE COMPARAÎTRE UN TÉMOIN	
CANADIAN SECURITY INTELLIGENCE SERVICE (CSIS)	SERVICE CANADIEN DU RENSEIGNEMENT DE SÉCURITÉ (SCRS)	
CANCELLATION OF STAY	RÉVOCATION DU SURSIS	
CAPRICIOUS FINDING OF FACT	CONCLUSION ARBITRAIRE SUR LES FAITS; INTERPRÉTATION ARBITRAIRE DES FAITS	
CASE CLERK	COMMIS PRÉPOSÉ AUX CAS	
CASE LAW	JURISPRUDENCE	
CASE MANAGEMENT OFFICER (CMO)	AGENT DE GESTION DES CAS (AGC)	
CASE OFFICER (CO)	AGENT PRÉPOSÉ AUX CAS (APC)	
CASE PENDING	CAS EN INSTANCE	
CASE PRESENTING OFFICER (CPO)	AGENT DE PRÉSENTATION DES CAS (APC)	
CASE SPECIFIC	PROPRE À UN CAS; SE RAPPORTANT À UN CAS PARTICULIER	
CASES CITED	JURISPRUDENCE	
CASES CONSIDERED	ARRÊTS EXAMINÉS	
CASES REFERRED TO	ARRÊTS MENTIONNÉS	
CAUSE AN ADMISSIBILITY HEARING TO BE HELD	FAIRE TENIR UNE ENQUÊTE	
CERTIFICATE OF READINESS	AVIS DE DISPONIBILITÉ	
CERTIFICATE OF THE MINISTER	ATTESTATION DU MINISTRE	
CERTIFY, TO	CERTIFIER	
CESSATION CLAUSES	CLAUSES DE CESSATION	
CESSATION OF REFUGEE PROTECTION	PERTE DE L'ASILE	
CHAIRPERSON	PRÉSIDENT	
CHAIRPERSON'S GUIDELINES ON GENDER-RELATED PERSECUTION	DIRECTIVES DU PRÉSIDENT CONCERNANT LA PERSÉCUTION FONDÉE SUR LE SEXE	
CHALLENGE	CONTESTATION	
CHANGE IN CIRCUMSTANCES	CHANGEMENT DE CIRCONSTANCES	
CHANGE OF VENUE	CHANGEMENT DU LIEU	
CHARIAH, SHARI'A, SHARIA	SHARI'A; CHARIA; CHARIA (LA)	
CHARTER ISSUES	QUESTIONS PORTANT SUR DES DISPOSITIONS DE LA CHARTE	
CHILD REFUGEE	ENFANT RÉFUGIÉ	
CHILDREN-AT-RISK	ENFANTS VULNÉRABLES	
CHINESE BIRTH CONTROL BASED CLAIMS	DEMANDE D'ASILE INVOQUANT LA POLITIQUE DE CONTRÔLE DES NAISSANCES DE LA CHINE	
CHRONOLOGY OF EVENTS	CHRONOLOGIE DES ÉVÉNEMENTS MARQUANTS	
CIC (CITIZENSHIP AND IMMIGRATION CANADA)	CIC (CITOYENNETÉ ET IMMIGRATION CANADA)	
CIRCUMSTANCES OF THE CASE	CIRCONSTANCES DE L'ESPÈCE	

CIS (COMMONWEALTH OF INDEPENDENT STATES)	COMMUNAUTÉ DES ÉTATS INDÉPENDANTS (CEI)	
CITIZENSHIP ACT	LOI SUR LA CITOYENNETÉ	
CITIZENSHIP AND IMMIGRATION CANADA (CIC)	CITOYENNETÉ ET IMMIGRATION CANADA (CIC)	
CIVIL AND POLITICAL RIGHTS	DROITS CIVILS ET POLITIQUES	
CIVIL WAR	GUERRE CIVILE	
CLAIM CONCLUDED	DEMANDE D'ASILE RÉGLÉE	
CLAIM FOR A REMEDY	DEMANDE DE RÉPARATION	
CLAIM FOR REFUGEE PROTECTION	DEMANDE D'ASILE	
CLAIM PENDING	DEMANDE D'ASILE EN INSTANCE	
CLAIMANT	DEMANDEUR(E) D'ASILE	
CLAIMANT HAS BEEN RECOGNIZED AS A CONVENTION REFUGEE	RECONNAISSANCE DE LA QUALITÉ DE RÉFUGIÉ	
CLAIMANT WITHOUT IDENTIFICATION	ÉTRANGERS SANS PAPIER	
CLAIMED COUNTRY OF CITIZENSHIP	PAYS DE CITOYENNETÉ PRÉTENDU	
CLASS	CATÉGORIE	
CLEAR EVIDENCE	PREUVE MANIFESTE	
CLOSED CAMP	CAMP FERMÉ AUX AGENTS DES VISAS	
CLPR (COUNTRY OF LAST PERMANENT RESIDENCE)	PDRP (PAYS DE DERNIÈRE RÉSIDENCE PERMANENTE)	
CM (COORDINATING MEMBER)	CC (COMMISSAIRE COORDONNATEUR)	
CMO (CASE MANAGEMENT OFFICER)	AGC (AGENT DE GESTION DES CAS)	
CO (CASE OFFICER)	APC (AGENT PRÉPOSÉ AUX CAS)	
COHABITING	COHABITE	
COMMENTARY	COMMENTAIRES	
COMMISSION ON HUMAN RIGHTS (UN)	COMMISSION DES DROITS DE L'HOMME (ONU)	
COMMISSION ON THE STATUS OF WOMEN - COMMON CRIME	COMMISSION DE LA CONDITION DE LA FEMME (CCF) - CRIME DE DROIT COMMUN	
COMMON-LAW PARTNER	CONJOINT DE FAIT	
COMMONWEALTH OF INDEPENDENT STATES (CIS)	COMMUNAUTÉ DES ÉTATS INDÉPENDANTS (CEI)	
COMPELLING EVIDENCE	PREUVES CONTRAIGNANTES	
COMPELLING REASONS	RAISONS IMPÉRIEUSES	
CO-NATIONAL	COMPATRIOTE	
CONCEDED CASE	CAS NON CONTESTÉ	
CONCURRING MEDICAL OFFICER	MÉDECIN CONFIRMANT L'AVIS MÉDICAL	
CONCURRING REASONS	MOTIFS CONCORDANTS	
CONDEMNED BY THE INTERNATIONAL COMMUNITY	CONDAMNÉ PAR LA COMMUNAUTÉ INTERNATIONALE	
CONDITIONAL DEPARTURE ORDER	MESURE D'INTERDICTION DE SÉJOUR CONDITIONNELLE	
CONDITIONAL DEPORTATION ORDER	MESURE D'EXPULSION CONDITIONNELLE	
CONDITIONAL REMOVAL ORDER	MESURE DE RENVOI CONDITIONNEL	
CONDUCT A HEARING, TO	TENIR UNE AUDIENCE	
CONDUCT OF A HEARING, THE	TENUE D'UNE AUDIENCE	
CONFERENCE	CONFÉRENCE	

CONJUGAL PARTNER	PARTENAIRE CONJUGAL	
CONJUGAL RELATIONSHIP	RELATION CONJUGALE	
CONSCIENTIOUS OBJECTION	OBJECTION DE CONSCIENCE	
CONSCIENTIOUS OBJECTOR	OBJECTEUR DE CONSCIENCE	
CONSENT JUDGMENT	JUGEMENT SUR CONSENTEMENT	
CONSENT ORDER	ORDONNANCE SUR CONSENTEMENT	
CONSIDER, TO (THE EVIDENCE PROPERLY); CONSIDER A CLAIM	TENIR COMPTE DE LA PREUVE DE FAÇON APPROPRIÉE	
CONSISTENCY IN DECISION-MAKING	COHÉRENCE DANS LA PRISE DE DÉCISIONS	
CONSISTENT DECISIONS	DÉCISIONS COHÉRENTES	
CONSOLIDATED GROUNDS OF PROTECTION	MOTIFS DE PROTECTION REGROUPÉS	
CONTEMPT OF COURT	OUTRAGE AU TRIBUNAL	
CONTESTED CASE	CAS CONTESTÉ	
CONTEXTUAL AND HUMAN RIGHTS PACKAGES	DOCUMENTATION DE FOND ET DOSSIERS D'INFORMATION SUR LES DROITS DE LA PERSONNE	
CONTEXTUAL PACKAGE	DOCUMENTATION DE FOND	
CONVENTION AGAINST TORTURE	CONVENTION CONTRE LA TORTURE	
CONVENTION REFUGEE	RÉFUGIÉ AU SENS DE LA CONVENTION	
CONVENTION REFUGEE DETERMINATION DIVISION (CRDD)	SECTION DU STATUT DE RÉFUGIÉ (SSR)	
CONVICT, TO	CONDAMNER; DÉCLARER COUPABLE	
CONVICTED	CONDAMNÉ	
CONVICTION	DÉCLARATION DE CULPABILITÉ; CONDAMNATION	
COORDINATING MEMBER (CM)	COMMISSAIRE COORDONNATEUR (CC)	
CORAM	CORAM	
COUNSEL	CONSEIL	
COUNTRY OF ALLEGED PERSECUTION	PAYS DE LA PERSÉCUTION PRÉTENDUE	
COUNTRY OF FIRST ASYLUM	PREMIER PAYS D'ASILE	
COUNTRY OF FORMER HABITUAL RESIDENCE	PAYS DE RÉSIDENCE HABITUELLE ANTÉRIEURE	
COUNTRY OF LAST PERMANENT RESIDENCE (CLPR)	PAYS DE DERNIÈRE RÉSIDENCE PERMANENTE (PDRP)	
COUNTRY OF ORIGIN	PAYS D'ORIGINE	
COUNTRY REPORT	DOSSIER D'INFORMATION SUR LES PAYS	
COUNTRY REVIEW	ÉTUDE SUR LES PAYS	
COURT CLERK	COMMIS AUX AUDIENCES	
COURT OF RECORD	COUR D'ARCHIVES	
COURT ORDER	ORDONNANCE DU TRIBUNAL	
COURT ORDER REHEARING	NOUVELLE AUDIENCE SUR ORDONNANCE DE LA COUR	
CPO (CASE PRESENTING OFFICER)	APC (AGENT DE PRÉSENTATION DES CAS)	
CRDD (CONVENTION REFUGEE DETERMINATION DIVISION)	SSR (SECTION DU STATUT DE RÉFUGIÉ)	
CREDIBLE BASIS	MINIMUM DE FONDEMENT	
CREDIBLE BASIS TEST	CRITÈRE DU MINIMUM DE FONDEMENT	

CREDIBLE BASIS TRIBUNAL	TRIBUNAL CHARGÉ DE STATUER SUR LE MINIMUM DE FONDEMENT	
CRIME AGAINST HUMANITY AND WAR CRIMES ACT	LOI SUR LES CRIMES CONTRE L'HUMANITÉ ET LES CRIMES DE GUERRE	
CRIMINAL CODE	CODE CRIMINEL	
CRIMINAL LAW	DROIT CRIMINEL; DROIT PÉNAL	
CRIMINAL OFFENCE	INFRACTION CRIMINELLE	
CROSS-CULTURAL SENSITIVITY, AWARENESS	SENSIBILISATION AUX DIFFÉRENCES CULTURELLES	
CROSS-EXAMINATION	CONTRE-INTERROGATOIRE	
CROWN ATTORNEY	SUBSTITUT DU PROCUREUR GÉNÉRAL (QUÉBEC); AVOCAT DE LA COURONNE	
CRUEL TREATMENT OR PUNISHMENT	TRAITEMENT OU PEINES CRUELS	
CSIS (CANADIAN SECURITY INTELLIGENCE SERVICE)	SCRS (SERVICE CANADIEN DU RENSEIGNEMENT DE SÉCURITÉ)	
CUMULATIVE GROUNDS	MOTIFS CUMULÉS	
CURIAL DEFERENCE	RETENUE JUDICIAIRE	
CUSTODY, IN	EN DÉTENTION	
D		
DE NOVO HEARING	AUDITION DE NOVO	
DECIDED (+ DATE)	DÉCISION RENDUE LE ...	
DECISION APPEALED	DÉCISION ATTAQUÉE	
DECISION FROM THE BENCH	DÉCISION RENDUE À L'AUDIENCE; DÉCISION RENDUE DE VIVE VOIX	
DECISION PENDING	DÉCISION EN INSTANCE	
DECISION-MAKING BODY	ORGANISME DÉCISIONNEL	
DECLARATORY JUDGMENT	JUGEMENT DÉCLARATOIRE	
DECREE ABSOLUTE	JUGEMENT IRRÉVOCABLE	
DEEMED TO BE	RÉPUTÉ ÊTRE	
DEFECT, TO	FAIRE DÉFECTION	
DENIAL OF REFUGEE STATUS	REFUS DU STATUT DE RÉFUGIÉ; REFUS DE LA QUALITÉ DE RÉFUGIÉ	
DEPARTURE ORDER	MESURE D'INTERDICTION DE SÉJOUR	
DEPENDANT	PERSONNE À CHARGE	
DEPENDANT CHILDREN	ENFANTS À CHARGE	
DEPORTATION ORDER	MESURE D'EXPULSION	
DEPUTY CHAIRPERSON (DC)	VICE-PRÉSIDENT (VP)	
DESERTION	DÉSERTION	
DESIGNATED CLASS	CATÉGORIE DÉSIGNÉE	
DESIGNATED PERSON	REPRÉSENTANT DÉSIGNÉ	
DETENTION	DÉTENTION	
DETENTION REVIEW	CONTRÔLE DES MOTIFS DE DÉTENTION	
DETERMINATION NOT REVIEWABLE	CARACTÈRE DÉFINITIF DE LA DÉCISION	

DETERMINATION PROCESS OF REFUGEE STATUS	PROCESSUS DE DÉTERMINATION DU STATUT DE RÉFUGIÉ	
DETERMINE A CLAIM	STATUER SUR UNE DEMANDE D'ASILE; TRANCHER UNE DEMANDE D'ASILE	
DIFFERENTIAL RISK	RISQUE DISTINCTIF	
DIFFERENTLY CONSTITUTED PANEL	TRIBUNAL COMPOSÉ DE MEMBRES DIFFÉRENTS	
DISCLOSURE; OF DOCUMENTS	COMMUNICATION DE DOCUMENTS; DIVULGATION DE RENSEIGNEMENTS	
DISCRETIONARY JURISDICTION	COMPÉTENCE DISCRÉTIONNAIRE	
DISMISSAL	REJET	
DISPLACED PERSON	PERSONNES DÉPLACÉES	
DISPOSE	STATUER SUR	
DISPOSITION	DÉCISION	
DISSENTING DECISIONS	DÉCISIONS DES COMMISSAIRES DISSIDENTS	
DISSENTING OPINION	OPINION DIVERGENTE	
DISSENTING REASONS	MOTIFS DE DISSIDENCE	
DIVISION	SECTION	
DRAFT EVADER	INSOUMIS (AU SERVICE MILITAIRE)	
DRAFT EVASION	INSOUMISSION (AU SERVICE MILITAIRE)	
DUAL NATIONALITY	DOUBLE NATIONALITÉ	
DUTY COUNSEL	CONSEIL DE SERVICE	
DUTY OF CANDOR, TO OWE	OBLIGATION DE FRANCHISE	
E		
EARLY HEARING	AUDITION ANTICIPÉE	
ECONOMIC MIGRANT	MIGRANT ÉCONOMIQUE	
ELIGIBILITY	RECEVABILITÉ	
ELIGIBILITY TEST	CRITÈRES DE RECEVABILITÉ	
ENFORCEMENT OF REMOVAL ORDERS	EXÉCUTION DES MESURES DE RENVOI	
ENSHRINED RIGHTS	DROITS GARANTIS	
ENTERTAIN AN APPEAL, TO	CONNAÎTRE D'UN APPEL	
ENTRY	ENTRÉE; ARRIVÉE	
ENVIRONMENTAL REFUGEE	RÉFUGIÉ DE L'ENVIRONNEMENT	
EQUALITY BEFORE THE LAW	ÉGALITÉ DEVANT LA LOI	
EQUITABLE JURISDICTION	COMPÉTENCE EN ÉQUITÉ	
EQUITABLE RELIEF	REDRESSEMENT ÉQUITABLE	
EQUIVALENCING	ÉTABLISSEMENT D'ÉQUIVALENCES	
EQUIVALENCY	ÉQUIVALENCE	
ERROR ON THE RECORD	ERREUR AU DOSSIER	
ESPIONAGE	ESPIONNAGE	
ESTABLISH SOMEONE'S CLAIM, TO	DÉMONTRER LE BIEN-FONDÉ D'UNE DEMANDE D'ASILE	
ESTOPPEL	ESTOPPEL; PRÉCLUSION	
ETHNIC CLEANSING	PURIFICATION ETHNIQUE; ÉPURATION ETHNIQUE	
ETHNIC DISCRIMINATION	DISCRIMINATION ETHNIQUE	

ETHNIC PERSECUTION	PERSECUTION ETHNIQUE	
EVIDENCE	PREUVE; ÉLÉMENTS DE PREUVE; TÉMOIGNAGE	
EVIDENCE, TO GIVE	FOURNIR DES ÉLÉMENTS DE PREUVE	
EX PARTE	EX PARTE	
EXAMINATION	CONTRÔLE; INTERROGATOIRE	
EXAMINATION UNDER OATH	INTERROGATOIRE SOUS SERMENT	
EXCISION	EXCISION	
EXCLUSION CLAUSES	CLAUSES D'EXCLUSION	
EXCLUSION ORDER	MESURE D'EXCLUSION	
EXEMPTED INFORMATION	INFORMATION CONFIDENTIELLE; RENSEIGNEMENTS PROTÉGÉS	
EXODUS	EXODE; FUITE MASSIVE	
EXPEDITED PROCESS (EP)	PROCESSUS ACCÉLÉRÉ (PA)	
EXPERT ADJUDICATION BODY	TRIBUNAL SPÉCIALISÉ	
EXPERT EVIDENCE	PREUVE D'EXPERT	
EXPERT WITNESS	TÉMOIN EXPERT	
EXTRADITION PROCEDURE	PROCÉDURE D'EXTRADITION	
EXTRALEGAL EXECUTION	EXÉCUTION EXTRAJUDICIAIRE	
F		
FABRICATED REFUGEE PROTECTION CLAIM	DEMANDE D'ASILE FRAUDULEUSE	
FACT IN ISSUE	FAIT EN LITIGE	
FACTORS AGGRAVATING RISK	FACTEURS D'AGGRAVATION DES RISQUES	
FACTS OF THE CASE	FAITS DE L'ESPÈCE	
FAILED REFUGEE CLAIMANT	DEMANDEUR D'ASILE DÉBOUTÉ	
FAILURE TO APPEAR	DÉFAUT DE COMPARUTION; DÉFAUT DE COMPARAÎTRE; OMISSION DE SE PRÉSENTER	
FAILURE TO COMPLY	INOBSERVATION; MANQUEMENT (À UNE OBLIGATION, À UN ENGAGEMENT)	
FAIR HEARING	AUDITION ÉQUITABLE	
FAIRLY ARGUABLE CASE	CAS RAISONNABLEMENT DÉFENDABLE	
FAIRNESS	ÉQUITÉ	
FALSE DOCUMENTS	FAUX DOCUMENTS	
FALSE STATEMENT	FAUSSE DÉCLARATION	
FAMILY CLASS	CATÉGORIE DU REGROUPEMENT FAMILIAL	
FAMILY REUNIFICATION	RÉUNIFICATION DES FAMILLES	
FCR (FEDERAL COURT REPORTS)	RÉCUEILS DES ARRÊTS DE LA COUR FÉDÉRALE	
FCTD (FEDERAL COURT OF CANADA, TRIAL DIVISION)	CFPR (COUR FÉDÉRALE DU CANADA, SECTION DE PREMIÈRE INSTANCE)	
FEAR OF PERSECUTION	CRAINTE DE PERSECUTION	
FEDERAL COURT	COUR FÉDÉRALE	
FEDERAL COURT OF CANADA, TRIAL DIVISION (FCTD)	COUR FÉDÉRALE DU CANADA, SECTION DE PREMIÈRE INSTANCE (CFPI)	
FEDERAL COURT REPORTS (FCR)	RÉCUEILS DES ARRÊTS DE LA COUR FÉDÉRALE	
FEMALE GENITAL MUTILATION	MUTILATION SEXUELLE DES FEMMES	

FETTERING OF DISCRETION	ENTRAVE À L'EXERCICE DU POUVOIR DISCRÉTIONNAIRE	
FILE AN APPLICATION, TO	PRÉSENTER UNE DEMANDE	
FILE, TO	PRODUIRE; DÉPOSER; CLASSER	
FILING OF A DOCUMENT	DÉPÔT D'UN DOCUMENT	
FIRM SLOT	HEURE FIXE	
FORCED CONSCRIPTION	ENRÔLEMENT FORCÉ	
FOREIGN LAW	DROIT ÉTRANGER	
FOREIGN NATIONAL	ÉTRANGER	
FOREIGN OFFENCE	INFRACTION COMMISE À L'ÉTRANGER	
FORFEITURE	CONFISCATION	
FORGERY	FABRICATION DE FAUX DOCUMENTS	
FORTY-EIGHT (48) HOUR REVIEW	CONTRÔLE DES QUARANTE-HUIT HEURES	
FORWARD-LOOKING	DE NATURE PROSPECTIVE	
FRAUDULENT CLAIM	DEMANDE D'ASILE FRAUDULEUSE	
FRAUDULENT DOCUMENTS	DOCUMENTS FRAUDULEUX	
FRAUDULENT OR IMPROPER MEANS	MOYENS FRAUDULEUX OU IRRÉGULIERS	
FREEDOM OF ASSEMBLY	LIBERTÉ DE RÉUNION	
FREEDOM OF ASSOCIATION	LIBERTÉ D'ASSOCIATION	
FREEDOM OF CONSCIENCE	LIBERTÉ DE CONSCIENCE	
FREEDOM OF EXPRESSION	LIBERTÉ D'EXPRESSION	
FREEDOM OF MOVEMENT	LIBERTÉ DE MOUVEMENT	
FREEDOM OF RELIGION	LIBERTÉ DE RELIGION	
FULL HEARING	INSTRUCTION APPROFONDIE; AUDITION COMPLÈTE	
FULL PRELIMINARY CONFERENCE	CONFÉRENCE PRÉLIMINAIRE EN VUE DE LA TENUE D'UNE INSTRUCTION APPROFONDIE	
FUNDAMENTAL JUSTICE	JUSTICE FONDAMENTALE	
FURTHER EXAMINATION	CONTRÔLE COMPLÉMENTAIRE	
FURTHER REVIEWS	COMPARUTIONS SUPPLÉMENTAIRES	
G		
GARNISHMENT	SAISIE-ARRÊT	
GENDER DISCRIMINATION	DISCRIMINATION SEXUELLE	
GENDER-BASED CLAIM	DEMANDE D'ASILE FONDÉE SUR LE SEXE	
GENDER-RELATED ISSUES	QUESTIONS LIÉES AU SEXE	
GENDER-RELATED PERSECUTION	PERSÉCUTION FONDÉE SUR LE SEXE	
GENDER-RELATED RIGHTS	DROITS LIÉS À L'APPARTENANCE SEXUELLE	
GENERAL LACK OF CREDIBILITY	MANQUE DE CRÉDIBILITÉ	
GENUINE REFUGEE	RÉFUGIÉ AUTHENTIQUE	
GEOGRAPHIC SPECIALISTS	SPÉCIALISTES DE RÉGIONS GÉOGRAPHIQUES	
GEOGRAPHIC TEAMS	ÉQUIPES GÉOGRAPHIQUES	
GIVING AND TAKING CEREMONY (ADOPTION)	CÉRÉMONIE DE DON ET DE PRISE EN ADOPTION	
GOVERNOR-IN-COUNCIL	GOUVERNEUR EN CONSEIL	

GRANT PERMANENT RESIDENT STATUS	OCTROYER LE STATUT DE RÉSIDENT PERMANENT	
GROUND OF SECURITY	POUR RAISON DE SÉCURITÉ	
GROUND THAT, ON THE	AU MOTIF QUE	
GROUP PERSECUTION	PERSÉCUTION D'UN GROUPE	
GROUP SPONSORSHIP	PARRAINAGE PAR DES GROUPES RÉPONDANTS	
GUARDIAN	TUTEUR	
GUARDIANSHIP ORDER	ORDONNANCE DE TUTELLE	
GUERRILLA WARFARE	GUÉRILLA	
GUERRILLAS	GUÉRILLÉROS	
GUIDELINES	DIRECTIVES	
GUIDELINES ON GENDER-RELATED PERSECUTION, CHAIRPERSON'S	DIRECTIVES CONCERNANT LA PERSÉCUTION FONDÉE SUR LE SEXE	
GUIDING PRINCIPLE	PRINCIPE DIRECTEUR	
H		
HABEAS CORPUS	HABEAS CORPUS	
HABITUAL RESIDENCE	RÉSIDENCE HABITUELLE	
HEALTH GROUNDS	MOTIFS SANITAIRES	
HEARING	AUDIENCE; AUDITION	
HEARING INTO A CLAIM	AUDIENCE SUR LA DEMANDE D'ASILE; AUDIENCE RELATIVE À LA DEMANDE D'ASILE; AUDITION DE LA DEMANDE D'ASILE	
HEARING ROOM PROCEDURE	PROCÉDURE D'AUDIENCE	
HEARING SLOT	PÉRIODE PRÉVUE POUR L'AUDIENCE	
HEARINGS OFFICER	AGENT D'AUDIENCE	
HIGH PROFILE CASE; SENSITIVE CASE	CAS DÉLICAT; CAS SUSCEPTIBLE DE FAIRE L'OBJET DE PUBLICITÉ	
HOLD AN ADMISSIBILITY HEARING	TENIR UNE ENQUÊTE	
HOLDINGS (INFORMATION)	FONDS DE DOCUMENTATION; FONDS DE RENSEIGNEMENTS; FONDS DOCUMENTAIRE	
HUMAN RIGHTS	DROITS DE LA PERSONNE; DROITS DE L'HOMME; DROITS HUMAINS	
HUMAN RIGHTS BRIEFS	RAPPORTS SUR LES DROITS DE LA PERSONNE	
HUMAN RIGHTS INTERNET	INTERNET DES DROITS HUMAINS	
HUMAN RIGHTS PACKAGE	DOSSIERS D'INFORMATION SUR LES DROITS DE LA PERSONNE	
HUMAN RIGHTS RECORDS	ANTÉCÉDENTS EN MATIÈRE DE RESPECT DES DROITS DE LA PERSONNE; ANTÉCÉDENTS RELATIFS AUX DROITS DE LA PERSONNE	
HUMAN RIGHTS VIOLATION	VIOLATION DES DROITS DE LA PERSONNE; VIOLATION DES DROITS DE L'HOMME; ATTEINTE AUX DROITS HUMAINS	
HUMAN RIGHTS WATCH	HUMAN RIGHTS WATCH	
HUMANITARIAN AND COMPASSIONATE CONSIDERATIONS	MOTIFS D'ORDRE HUMANITAIRE	

HUMANITARIAN AND COMPASSIONATE REVIEW	RÉVISION POUR DES MOTIFS D'ORDRE HUMANITAIRE	
HUMANITARIAN CLASS	CATÉGORIES DE PERSONNES (POUVANT ÊTRE) ADMISES POUR DES MOTIFS D'ORDRE HUMANITAIRE	
I		
IAD (IMMIGRATION APPEAL DIVISION)	SAI (SECTION D'APPEL DE L'IMMIGRATION)	
IDA (IMPROPERLY DOCUMENTED ARRIVALS)	ANMDV (ARRIVANTS NON MUNIS DES DOCUMENTS VOULUS)	
IDENTITY DOCUMENT	DOCUMENT D'IDENTIFICATION	
IDENTITY DOCUMENT	PIÈCE D'IDENTITÉ	
IFA (INTERNAL FLIGHT ALTERNATIVE)	PRI (POSSIBILITÉ DE REFUGE INTÉRIEUR)	
ILC (INTERNATIONAL LAW COMMISSION)	COMMISSION DU DROIT INTERNATIONAL (ONU)	
ILLEGAL ALIEN	CLANDESTIN; ÉTRANGER CLANDESTIN	
ILLEGAL ALIEN SMUGGLER	PASSEUR DE CLANDESTINS; PASSEUR D'ÉTRANGERS CLANDESTINS	
ILLEGAL ENTRY	ENTRÉE CLANDESTINE	
ILLEGAL MIGRANT	MIGRANT CLANDESTIN	
IMMIGRATION AND REFUGEE BOARD (IRB)	COMMISSION DE L'IMMIGRATION ET DU STATUT DE RÉFUGIÉ (CISR)	
IMMIGRATION AND REFUGEE PROTECTION ACT (IRPA)	<i>LOI SUR L'IMMIGRATION ET LA PROTECTION DES RÉFUGIÉS (LIPR)</i>	
IMMIGRATION AND REFUGEE PROTECTION REGULATIONS (IRPR)	<i>RÈGLEMENT SUR L'IMMIGRATION ET LA PROTECTION DES RÉFUGIÉS (RIPR)</i>	
IMMIGRATION AND REFUGEE SYSTEM	SYSTÈME CONCERNANT LES IMMIGRANTS ET LES RÉFUGIÉS	
IMMIGRATION APPEAL	APPEL EN MATIÈRE D'IMMIGRATION	
IMMIGRATION APPEAL BOARD	COMMISSION D'APPEL DE L'IMMIGRATION	
IMMIGRATION APPEAL DIVISION (IAD)	SECTION D'APPEL DE L'IMMIGRATION (SAI)	
IMMIGRATION APPEAL DIVISION RULES	<i>RÈGLES DE LA SECTION D'APPEL DE L'IMMIGRATION</i>	
IMMIGRATION APPEALS OFFICE	BUREAU DES APPELS DE L'IMMIGRATION	
IMMIGRATION DIVISION (ID)	SECTION DE L'IMMIGRATION (SI)	
IMMIGRATION DIVISION RULES	<i>RÈGLES DE LA SECTION DE L'IMMIGRATION</i>	
IMMIGRATION EXAMINATION	INTERROGATOIRE RELATIF À L'IMMIGRATION	
IMMIGRATION LAWYER	AVOCAT SPÉCIALISÉ EN DROIT DE L'IMMIGRATION	
IMMIGRATION OFFICER	AGENT D'IMMIGRATION	
IMMIGRATION REGULATIONS	<i>RÈGLEMENT SUR L'IMMIGRATION</i>	
IMMUNITY AND NO SUMMONS	IMMUNITÉ ET INCONTRAINABILITÉ	
IMPROPER MEANS	MOYENS IRRÉGULIERS	
IMPROPERLY DOCUMENTED ARRIVALS (IDA)	ARRIVANTS NON MUNIS DES DOCUMENTS VOULUS (ANMDV)	
IMR (INDEXED MEDIA REVIEW)	RPI (REVUE DE PRESSE INDEXÉE)	
IN CAMERA HEARING	AUDIENCE À HUIS CLOS	
IN CHAMBERS	EN CABINET	

INADMISSIBILITY	INTERDICTION DE TERRITOIRE	
INADMISSIBLE CLASS	CATÉGORIE DE PERSONNES INTERDITES DE TERRITOIRE	
INCOMPETENT; INCOMPETENT PERSON	INCAPABLE	
INCONSISTENCY	INCOMPATIBILITÉ	
INDEXED MEDIA REVIEW (IMR)	REVUE DE PRESSE INDEXÉE (RPI)	
INDEXING SHEET (LEGAL SERVICES)	FICHE DE PUBLICATION (SERVICES JURIDIQUES)	
INDICTABLE OFFENSE	INFRACTION PUNISSABLE	
INELIGIBILITY	IRRECEVABILITÉ	
INELIGIBLE CLAIM	IRRECEVABILITÉ DE LA DEMANDE D'ASILE	
INFIBULATION	INFIBULATION	
INFORMAL EXPEDITED HEARING	AUDIENCE OFFICIEUSE	
INFORMATION REQUEST	DEMANDE D'INFORMATION	
INITIAL HEARING; PRELIMINARY HEARING)	INSTRUCTION PRÉLIMINAIRE	
INQUIRY (NOW CALLED 'ADMISSIBILITY HEARING')	ENQUÊTE	
IN-STATUS	AUTORISÉ DE SÉJOUR	
INTAKE	NOMBRE DE DEMANDES D'ASILE REÇUES; NOMBRE D'APPELS INTERJETÉS	
INTERLOCUTORY MATTER	QUESTION INTERLOCUTOIRE	
INTERNAL FLIGHT ALTERNATIVE (IFA)	POSSIBILITÉ DE REFUGE INTÉRIEUR (PRI)	
INTERNATIONAL (LEGAL) INSTRUMENT	INSTRUMENT (JURIDIQUE) INTERNATIONAL	
INTERNATIONAL LAW	DROIT INTERNATIONAL	
INTERNATIONAL LAW COMMISSION (ILC)	COMMISSION DU DROIT INTERNATIONAL [ONU]	
INTERNATIONAL REFUGEE LAW	DROIT INTERNATIONAL DES RÉFUGIÉS	
INTERPRETER COORDINATOR	COORDONNATEUR DES SERVICES D'INTERPRÉTATION	
INTERPRETER'S HANDBOOK	GUIDE DES INTERPRÈTES	
INTERVENE IN THE APPEAL	INTERVENIR DANS L'APPEL	
INTERVENOR	INTERVENANT	
INVESTIGATIVE ROLE OF THE RPO	RÔLE D'ENQUÊTEUR DE L'APR	
IRB (IMMIGRATION AND REFUGEE BOARD)	CISR (COMMISSION DE L'IMMIGRATION ET DU STATUT DE RÉFUGIÉ)	
IRB BULLETIN	COMMUNIQUÉ DE LA CISR	
IRPA (IMMIGRATION AND REFUGEE PROTECTION ACT)	LIPR (<i>LOI SUR L'IMMIGRATION ET LA PROTECTION DES RÉFUGIÉS</i>)	
IRPR (IMMIGRATION AND REFUGEE PROTECTION REGULATIONS)	RIPR (<i>RÈGLEMENT SUR L'IMMIGRATION ET LA PROTECTION DES RÉFUGIÉS</i>)	
ISLAMIC DRESS CODE	CODE VESTIMENTAIRE ISLAMIQUE	
ISSUANCE OF SOMMATION	DÉLIVRANCE D'UNE CITATION À COMPARAÎTRE	
ISSUE PAPER	EXPOSÉS	
J		
JOINDER OF CASES, OF CLAIMS	JONCTION D'INSTANCES	
JOINT ADMISSIBILITY HEARING	ENQUÊTE COLLECTIVE; ENQUÊTE CONJOINTE	
JOINT HEARING	AUDIENCE COLLECTIVE; AUDIENCE CONJOINTE	

JUDICIAL RELEASE	MISE EN LIBERTÉ JUDICIAIRE	
JUDICIAL REVIEW	CONTRÔLE JUDICIAIRE	
JUNIOR DEPUTY REGISTRAR	GREFFIER ADJOINT EN SECOND	
JURISDICTIONAL	DE COMPÉTENCE	
JURISPRUDENTIAL GUIDE	GUIDE JURISPRUDENTIEL	
JURISTIC CULTURE	CULTURE JUDICIELLE	
K		
KEYNOTE ADDRESS	DISCOURS-PROGRAMME	
KNOWINGLY CONTRAVENED	CONTREVENIR SCIEMMENT À	
L		
LANDED IMMIGRANT	IMMIGRANT AYANT OBTENU LE DROIT D'ÉTABLISSEMENT	
LANDING	DROIT D'ÉTABLISSEMENT	
LANGUAGE OF PROCEEDINGS	LANGUES DES PROCÉDURES	
LATE FILING	DÉPÔT TARDIF	
LAW AND ORDER	ORDRE PUBLIC	
LAW OF GENERAL APPLICATION	LOI D'APPLICATION GÉNÉRALE	
LAWFULLY RESIDING	AYANT RÉSIDENCE LÉGALE	
LAWFULLY STAYING	SÉJOUR AUTORISÉ	
LEAVE TO APPEAL	AUTORISATION D'INTERJETER APPEL	
LEGAL ADVISER	CONSEILLER JURIDIQUE	
LEGAL DECISION	DÉCISION JUDICIAIRE	
LEGAL PROCEEDINGS	PROCÉDURE JUDICIAIRE	
LEGAL PROFESSION	MILIEU JURIDIQUE	
LEGAL PROTECTION	PROTECTION JURIDIQUE	
LICO (LOW INCOME CUTOFF)	SEUIL DE FAIBLE REVENU (SFR)	
LINE OF AUTHORITY	COURANT JURISPRUDENTIEL	
LONG STAYERS	RÉFUGIÉS AYANT RÉSIDÉ LONGTEMPS DANS UN CAMP	
LOSS OF STATUS AND REMOVAL	PERTE DE STATUT ET RENVOI	
LOW INCOME CUTOFF (LICO)	SEUIL DE FAIBLE REVENU (SFR)	
M		
MAJORITY OF THE COURT	JUGES MAJORITAIRES	
MANDATORY DETENTION	DÉTENTION OBLIGATOIRE	
MANIFESTLY UNFOUNDED CLAIM	DEMANDE D'ASILE MANIFESTEMENT NON FONDÉE	
MARRIAGE OF CONVENIENCE	MARIAGE DE CONVENANCE	
MATERIAL FACT	FAIT SUBSTANTIEL	
MATERIALITY	CARACTÈRE SUBSTANTIEL	
MEDICAL EVIDENCE	PREUVE D'ORDRE MÉDICAL	
MEDICAL INADMISSIBILITY	INTERDICTION DE TERRITOIRE POUR DES MOTIFS SANITAIRES	
MEDICAL OFFICER	MÉDECIN AGRÉÉ	
MEDICAL REFUSAL	REFUS POUR DES MOTIFS SANITAIRES	
MEMBER	COMMISSAIRE	

MEMBER OF THE ECONOMIC CLASS	CATÉGORIE IMMIGRATION ÉCONOMIQUE	
MEMBER OF THE FAMILY CLASS	PERSONNE APPARTENANT À LA CATÉGORIE DU REGROUPEMENT FAMILIAL	
MEMORANDUM (THAT SETS OUT THE FACTS AND THE LAW)	MÉMOIRE (EXPOSANT LES FAITS ET LE FONDEMENT JURIDIQUE)	
MERITS (OF CLAIM)	BIEN-FONDÉ (DE LA DEMANDE D'ASILE)	
MERITS, ON THE	SUR LE FOND	
MILITARY ACTION	ACTION MILITAIRE	
MILITARY SERVICE	SERVICE MILITAIRE	
MINISTER	MINISTRE	
MINISTER'S (DANGER) OPINION	AVIS (DE DANGER) DU MINISTRE	
MINISTER'S INTERVENTION	INTERVENTION MINISTÉRIELLE; INTERVENTION DU MINISTRE	
MINISTER'S PERMIT	PERMIS MINISTÉRIEL	
MINOR	MINEUR	
MINORITY RIGHTS GROUP	GROUPEMENT POUR LES DROITS DES MINORITÉS	
MISREPRESENTATION	FAUSSES DÉCLARATIONS; PRÉSENTATIONS ERRONÉES	
MITIGATING CIRCUMSTANCES	CIRCONSTANCES ATTÉNUANTES	
MOTION	REQUÊTE	
MULTIPLE NATIONALITY	NATIONALITÉ MULTIPLE	
N		
NATURAL JUSTICE	JUSTICE NATURELLE	
NEGATIVE DECISION	DÉCISION DÉFAVORABLE	
NEW IMMIGRANTS	NOUVEAUX IMMIGRANTS	
NO SHOW	DÉFAUT DE COMPARUTION	
NON ADVERSARIAL PROCEEDING	PROCÉDURE DE TYPE NON CONTRADICTOIRE	
NON-ADVERSARIAL HEARING	AUDIENCE DE NATURE NON CONTRADICTOIRE	
NON-DISCLOSURE OF INFORMATION	INTERDICTION DE DIVULGATION DE RENSEIGNEMENTS	
NON-EXEMPTED INFORMATION	INFORMATION ACCESSIBLE AU PUBLIC	
NON-IMMIGRANT	NON-IMMIGRANT	
NON-INVITED MIGRANT	MIGRANT CLANDESTIN INDÉSIRABLE	
NON-LEGAL COUNSEL	NON-JURISTE; CONSEIL NON JURISTE	
NON-POLITICAL CRIME	CRIME DE DROIT COMMUN	
NON-REFOULEMENT PRINCIPLE	PRINCIPE DE NON-REFOULEMENT	
NOTICE OF DECISION	AVIS DE DÉCISION	
NOTICE OF FACTS	ADMISSION D'OFFICE	
NOTICE OF HEARING	AVIS D'AUDIENCE	
NOTICE OF INTERVENTION	AVIS D'INTENTION D'INTERVENIR	
NOTICE OF MOTION	AVIS DE REQUÊTE	
NOTICE TO APPEAR	AVIS DE CONVOCATION	
NOTIFICATION	NOTIFICATION; AVIS	
O		
OATH	SERMENT PROFESSIONNEL	

OATHS OR AFFIRMATIONS	SERMENTS OU DÉCLARATIONS	
OBJECTIVE ELEMENT	ÉLÉMENT OBJECTIF	
OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES	HAUT COMMISSARIAT DES NATIONS UNIES POUR LES RÉFUGIÉS	
ONE-CHILD POLICY (IN CHINA)	POLITIQUE DE L'ENFANT UNIQUE (CHINE)	
ONUS	FARDEAU	
OPEN CAMP	CAMP OUVERT AUX AGENTS DES VISAS	
OPPORTUNITY TO BE HEARD	POSSIBILITÉ DE SE FAIRE ENTENDRE	
ORAL DECISION	DÉCISION RENDUE DE VIVE VOIX	
ORDER TO REOPEN	ORDONNANCE DE RÉOUVERTURE	
ORDERED DEPORTED	FRAPPÉ D'UNE MESURE D'EXPULSION	
ORGANIZED CRIMINALITY	CRIMINALITÉ ORGANISÉE	
OTTAWA/ATLANTIC DISTRICT	BUREAU DE DISTRICT D'OTTAWA-ATLANTIQUE	
OUTSIDE THE COUNTRY OF NATIONALITY	HORS DU PAYS DE NATIONALITÉ	
OUTSTANDING CHARGE	ACCUSATION EN INSTANCE	
OUTSTANDING REASONS	MOTIFS NON RÉDIGÉS; MOTIFS EN SUSPENS; MOTIFS EN RETARD	
P		
PANEL	TRIBUNAL; COMMISSAIRES SAISIS DE L'AFFAIRE	
PARTICULAR SOCIAL GROUP	GROUPE SOCIAL	
PARTY	PARTIE	
PDRCC (POST-DETERMINATION REFUGEE CLAIMANTS IN CANADA CLASS)	CDNRSRC (CATÉGORIE DES DEMANDEURS NON RECONNUS DU STATUT DE RÉFUGIÉ AU CANADA)	
PENDING	EN INSTANCE	
PEOPLE SMUGGLING	PASSAGE DE CLANDESTINS	
PEREMPTORY	PÉREMPTOIRE	
PERMANENT RESIDENT	RÉSIDENT PERMANENT	
PERSECUTED	PERSONNES PERSÉCUTÉES	
PERSECUTION FOR NATIONALITY	PERSÉCUTION DU FAIT DE LA NATIONALITÉ	
PERSECUTION FOR POLITICAL OPINION	PERSÉCUTION DU FAIT DES OPINIONS POLITIQUES	
PERSECUTION OF A FAMILY MEMBER	PERSÉCUTION D'UN MEMBRE DE LA FAMILLE	
PERSON CONCERNED (PC)	INTÉRESSÉ; PERSONNE EN CAUSE	
PERSON IN NEED OF PROTECTION	PERSONNE À PROTÉGER	
PIF (PERSONAL INFORMATION FORM - FOR PERSONS CLAIMING REFUGEE PROTECTION IN CANADA)	FORMULAIRE SUR LES RENSEIGNEMENTS PERSONNELS (FRP) POUR TOUTE PERSONNE QUI DEMANDE L'ASILE AU CANADA	
POLITICAL OPINION	OPINIONS POLITIQUES	
POLITICAL OPINION, PERCEIVED	OPINIONS POLITIQUES PRÉSUMÉES	
PORT OF ENTRY (POE)	POINT D'ENTRÉE (PDE)	
PORT OF ENTRY NOTES	NOTES PRISES AU POINT D'ENTRÉE	
POSITIVE DECISION	DÉCISION FAVORABLE	

POST-CLAIM REVIEW	CONTRÔLE D'UNE DEMANDE D'ASILE REFUSÉE	
POST-DETERMINATION REFUGEE CLAIMANTS IN CANADA CLASS (PDRCC)	CATÉGORIE DES DEMANDEURS NON RECONNUS DU STATUT DE RÉFUGIÉ AU CANADA (CDNRSRC)	
POSTPONEMENT	REMISE	
PRACTICE NOTICE	AVIS DE PRATIQUE	
PRECEDENT BOOK	RECUEIL DE JURISPRUDENCE	
PREFERRED POSITION PAPER	EXPOSÉ DE POSITION PRIVILÉGIÉE	
PRE-HEARING CONFERENCE	CONFÉRENCE PRÉPARATOIRE	
PRELIMINARY CONFERENCE	CONFÉRENCE PRÉLIMINAIRE	
PRELIMINARY HEARING; INITIAL HEARING	INSTRUCTION PRÉLIMINAIRE	
PRE-REMOVAL RISK ASSESSMENT (PRRA)	EXAMEN DES RISQUES AVANT RENVOI (ERAR)	
PRESIDING MEMBER	PRÉSIDENT DE L'AUDIENCE	
PRIVACY ACT	<i>LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</i>	
PRIVACY COMMISSIONER	COMMISSAIRE À LA PROTECTION DE LA VIE PRIVÉE	
PRIVATE	HUIS CLOS	
PROCEDURAL FAIRNESS	ÉQUITÉ PROCÉDURALE	
PROCEED TO DEAL WITH THE CASE	INSTRUIRE L'AFFAIRE	
PROCEED, READY TO	PRÊT À ENTENDRE L'AFFAIRE; PRÊT À PRÉSENTER DES ARGUMENTS; PRÊT À POURSUIVRE L'AFFAIRE	
PROCESSING	TRAITEMENT	
PROCESSING OF AN UNDERTAKINGS OF ASSISTANCE IN CANADA	TRAITEMENT D'UN ENGAGEMENT D'AIDE PRÉSENTÉ AU CANADA	
PRODUCTS AND RESEARCH ANALYSIS UNIT	SECTION DE LA PRODUCTION ET DE L'ANALYSE DE LA RECHERCHE	
PROFESSIONAL CONDUCT	ÉTHIQUE PROFESSIONNELLE	
PROOF	PREUVE	
PROOF OF RELATIONSHIP	PREUVE DU LIEN DE PARENTÉ	
PROSECUTION	POURSUITE JUDICIAIRE	
PROSECUTION AS A BASIS OF A WELL-FOUNDED FEAR OF PERSECUTION	POURSUITE COMME MOTIF JUSTIFIANT LA CRAINTE D'ÊTRE PERSÉCUTÉ	
PROTECTED PERSON	PERSONNE PROTÉGÉE	
PROTECTION DETERMINATION	PROCESSUS D'ASILE	
PROTECTION ELSEWHERE	PROTECTION AILLEURS	
PRRA (PRE-REMOVAL RISK ASSESSMENT)	ERAR (EXAMEN DES RISQUES AVANT RENVOI)	
PUBLIC HEARING	AUDIENCE PUBLIQUE	
PUBLIC INTEREST	INTÉRÊT PUBLIC	
PUBLICLY DECLARED POLITICAL OPINION	OPINIONS POLITIQUES PUBLIQUEMENT EXPRIMÉES	
PUNISHMENT	PEINES	
Q		
QUASHED	ANNULÉ	
QUASI-JUDICIAL	QUASI JUDICIAIRE	
QUESTION AND ANSWER SERIES	SÉRIE «QUESTIONS ET RÉPONSES»	

QUESTION OF FACT	QUESTION DE FAIT	
QUESTION OF LAW	QUESTION DE DROIT	
QUESTION OF MIXED LAW AND FACT	QUESTION MIXTE (DE DROIT ET DE FAIT)	
QUESTIONING TECHNIQUES	TECHNIQUES D'INTERROGATOIRE	
QUEUE-JUMPER	RESQUILLEUR	
QUORUM	QUORUM	
R		
RACIAL PERSECUTION	PERSÉCUTION RACIALE	
RCMP FORENSICS LABORATORY	LABORATOIRE JUDICIAIRE DE LA GRC	
READY TO PROCEED	PRÊT À POURSUIVRE L'AFFAIRE	
REASONABLE APPREHENSION OF BIAS	CRAINTE RAISONNABLE DE PARTIALITÉ	
REASONABLE CHANCE	POSSIBILITÉ RAISONNABLE	
REASONS	MOTIFS	
REBUTTABLE PRESUMPTION	PRÉSUMPTION RÉFUTABLE	
RECEIVING COUNTRY	PAYS D'ACCUEIL; PAYS HÔTE	
RECONSIDERATION	SUIVI	
RECONVENE, TO	RECONVOQUER	
REDETERMINATION	NOUVEL EXAMEN	
RE-ENTER	RENTRER	
REFER THE CLAIM; REFERRAL	DÉFÉRER LA DEMANDE; DÉFÉRÉ	
REFERRAL	CAS DÉFÉRÉ	
REFUGEE "SUR PLACE"	RÉFUGIÉ SUR PLACE	
REFUGEE ADVOCACY GROUP	GROUPE DE DÉFENSE DES RÉFUGIÉS	
REFUGEE CONVENTION	CONVENTION SUR LES RÉFUGIÉS	
REFUGEE IN ORBIT	RÉFUGIÉ SANS PAYS D'ACCUEIL	
REFUGEE LAWYERS ASSOCIATION	REFUGEE LAWYERS ASSOCIATION	
REFUGEE MOVEMENT	MOUVEMENT DE RÉFUGIÉS	
REFUGEE PRODUCING COUNTRY	PAYS SOURCE DE RÉFUGIÉS	
REFUGEE PROTECTION	ASILE; PROTECTION DES RÉFUGIÉS	
REFUGEE PROTECTION DETERMINATION SYSTEM	PROCESSUS D'OCTROI DE L'ASILE	
REFUGEE PROTECTION DIVISION (RPD)	SECTION DE LA PROTECTION DES RÉFUGIÉS (SPR)	
REFUGEE PROTECTION DIVISION RULES	RÈGLES DE LA SECTION DE LA PROTECTION DES RÉFUGIÉS	
REFUGEE PROTECTION OFFICER	AGENT DE PROTECTION DES RÉFUGIÉS	
REFUGEE STATUS	STATUT DE RÉFUGIÉ	
REFUGEE STATUS DETERMINATION PROCESS	PROCESSUS VISANT À STATUER SUR LA DEMANDE D'ASILE	
REFUSAL OF PROTECTION	REFUS DE PROTECTION	
REFUSED REFUGEE CLAIM	DEMANDE D'ASILE REFUSÉE	
REFUSED REFUGEE CLAIMANT	DEMANDEUR D'ASILE DÉBOUTÉ	
REGIONAL SPECIALIZATION GROUP	GROUPE DE SPÉCIALISTES DE RÉGIONS GÉOGRAPHIQUES	
REGISTRAR	GREFFIER	
REGISTRAR'S UNIT	GREFFE	

REGISTRY	GREFFE	
REGISTRY OFFICER	AGENT DU GREFFE	
REHEARING	NOUVELLE AUDIENCE	
REINSTATEMENT	RÉTABLISSEMENT	
REJECTION OF A CLAIM	REJET D'UNE DEMANDE D'ASILE	
RELAXATION OF RULES	ASSOULISSEMENT DES RÈGLES	
RELEASE FROM DETENTION	MISE EN LIBERTÉ	
RELIGIOUS PERSECUTION	PERSÉCUTION FONDÉE SUR LES CROYANCES RELIGIEUSES	
RELIGIOUS PRACTICE	PRATIQUE RELIGIEUSE	
REMEDY	RECOURS; RÉPARATION	
REMIT THE CLAIM, TO	RENOYER LA DEMANDE D'ASILE	
REMOVAL ORDER	MESURE DE RENVOI	
REMOVE COUNSEL	RÉVOQUER LE CONSEIL	
RENUNCIATION	RENONCIATION	
REOPENING	RÉOUVERTURE	
REPEAT CLAIMS (SYN. SERIAL CLAIMS)	DEMANDE D'ASILE RÉITÉRÉES	
REPORT ON INADMISSIBILITY	CONSTAT DE L'INTERDICTION DE TERRITOIRE	
REPRESENTATIONS	OBSERVATIONS	
RES JUDICATA	CHOSE JUGÉE	
RESERVED DECISION	DÉCISION MISE EN DÉLIBÉRÉ	
RESETTLEMENT	RÉINSTALLATION	
RESIDENCY OBLIGATION	OBLIGATION DE RÉSIDENCE	
RESIDENT	RÉSIDENT	
RESPONDENT	INTIMÉ	
RESTRICTED DOCUMENT	DOCUMENT À DIFFUSION RESTREINTE	
RESUMPTION (OF A HEARING, OF AN INQUIRY)	REPRISE (D'UNE AUDIENCE OU D'UNE ENQUÊTE)	
RETROACTIVE	RÉTROACTIF	
RETURN MIGRATION	MIGRATION DE RETOUR	
RETURN TO SAFE THIRD COUNTRY	RENOI DANS UN TIERS PAYS SÛR	
RETURNING RESIDENT PERMIT	PERMIS DE RETOUR POUR RÉSIDENT PERMANENT	
REUNIFICATION	REGROUPEMENT; RÉUNIFICATION	
REVERSE (A DECISION), TO	INFIRMER, CASSER, ANNULER (UNE DÉCISION)	
REVIEWABLE ERROR	ERREUR SUSCEPTIBLE DE RÉVISION	
REVIEWING COURTS	INSTANCES RÉVISIONNELLES; COUR SUPÉRIEURE	
REVISED STATUTES OF CANADA (RSC)	LOIS RÉVISÉES DU CANADA (LRC)	
REVOCAION	RÉVOCATION	
RIGHT OF APPEAL	DROIT D'APPEL	
RIGHT TO A FAIR HEARING	DROIT À UNE AUDITION ÉQUITABLE	
RIGHT TO A JUDICIAL REVIEW	DROIT AU CONTRÔLE JUDICIAIRE	
RIGHT TO AN ORAL HEARING	DROIT À UNE AUDITION	

RIGHT TO COUNSEL	DROIT DE SE FAIRE REPRÉSENTER PAR UN CONSEIL	
RIGHT TO EARN A LIVELIHOOD	DROIT DE GAGNER SA VIE; DROIT D'EXERCER UN MÉTIER	
RIGHT TO LEAVE ONE'S COUNTRY	DROIT DE QUITTER SON PAYS	
RIGHT TO LIBERTY AND SECURITY	DROIT À LA LIBERTÉ ET À LA SÉCURITÉ	
RIGHT TO LIFE	DROIT À LA VIE	
RIGHT TO REMAIN (IN CANADA)	DROIT DE SÉJOURNER (AU CANADA); DROIT D'ÊTRE PRÉSENT (AU CANADA)	
RIGHT TO RETURN	DROIT AU RETOUR	
RISK PROFILES	PROFILS DES PERSONNES À RISQUE	
RSC (REVISED STATUTES OF CANADA)	LRC (LOIS RÉVISÉES DU CANADA)	
S		
SAFE THIRD COUNTRY	TIERS PAYS SÛR	
SANITIZED REASONS	MOTIFS ÉPURÉS	
SCF (STANDARDIZED COUNTRY FILES)	DRP (DOSSIERS DE RÉFÉRENCE SUR LES PAYS)	
SCHEDULE A CASE, TO	METTRE UNE CAUSE AU RÔLE	
SCHEDULE, A	RÔLE; CALENDRIER; ÉCHÉANCIER; PROGRAMME; HORAIRE	
SCHEDULE, TO	METTRE AU RÔLE	
SCHEDULING CLERK	COMMIS AU RÔLE	
SCHEDULING UNIT	SECTION DU RÔLE	
SCHEDULING; SCHEDULING CONFERENCE	MISE AU RÔLE; CONFÉRENCE DE MISE AU RÔLE	
SCR (SUPREME COURT REPORTS)	RCS (RECUEILS DE LA COUR SUPRÊME)	
SCREEN A CASE, TO	FAIRE L'EXAMEN INITIAL D'UN CAS	
SCREEN OUT A CASE, TO	REJETER UN CAS	
SECURITY CERTIFICATE	ATTESTATION DE SÉCURITÉ	
SECURITY CLEARANCE	ATTESTATION SÉCURITAIRE	
SECURITY DEPOSITS	GARANTIES	
SECURITY GROUNDS	POUR RAISON DE SÉCURITÉ	
SECURITY THREAT	MENACE À LA SÉCURITÉ	
SEIZED MEMBER	COMMISSAIRE SAISI	
SEIZED PANEL	TRIBUNAL SAISI	
SEIZED QUORUM	QUORUM SAISI	
SELECTION CRITERIA	CRITÈRES DE SÉLECTION	
SENIOR IMMIGRATION OFFICER (SIO)	AGENT PRINCIPAL (AP)	
SENIOR REGISTRY OFFICER	AGENT PRINCIPAL DU GREFFE	
SENSITIVE CASE; HIGH PROFILE CASE	CAS DÉLICAT; CAS SUSCEPTIBLE DE FAIRE L'OBJET DE PUBLICITÉ	
SENSITIVE INFORMATION	RENSEIGNEMENTS DE NATURE DÉLICATE	
SERIAL CLAIMS (SYN. REPEAT CLAIMS)	DEMANDE D'ASILE RÉITÉRÉES	
SERIOUS NON-POLITICAL CRIME	CRIME GRAVE DE DROIT COMMUN	
SERIOUS POSSIBILITY (OF PERSECUTION)	POSSIBILITÉ SÉRIEUSE (D'ÊTRE PERSÉCUTÉ)	
SERIOUS QUESTION OF GENERAL IMPORTANCE	QUESTION GRAVE DE PORTÉE GÉNÉRALE	

SET ASIDE (A DECISION), TO	CASSER, INFIRMER, ANNULER (UNE DÉCISION)	
SETTLEMENT ARRANGEMENTS	CONDITIONS D'ACCUEIL; MODALITÉS D'ACCUEIL	
SEVEN-DAY REVIEW	CONTRÔLE DES SEPT JOURS	
SHOW CAUSE HEARING	AUDIENCE DE JUSTIFICATION	
SHOW CAUSE, TO	JUSTIFIER; EXPOSER DES MOTIFS; FAIRE VALOIR DES MOYENS	
SILENT POLITICAL OPINION	OPINIONS POLITIQUES SILENCIEUSES	
SINE DIE	INDÉFINIMENT	
SIO (SENIOR IMMIGRATION OFFICER)	AP (AGENT PRINCIPAL)	
SITTING	SÉANCE	
SMUGGLER	PASSEUR (DE CLANDESTINS)	
SO HELP ME GOD	AINSI DIEU ME SOIT EN AIDE	
SOCIAL GROUP PERSECUTION	PERSÉCUTION D'UN GROUPE SOCIAL	
SOLEMN AFFIRMATION	PRÊTER LE SERMENT PROFESSIONNEL OU LA DÉCLARATION	
SOLEMN AFFIRMATION	DÉCLARATION	
SOLICITOR-CLIENT PRIVILEGE	SECRET PROFESSIONNEL	
SOUND DECISION	DÉCISION JUDICIEUSE, JUSTE, ÉCLAIRÉE	
SOUNDNESS	VALIDITÉ; BIEN-FONDÉ; SOLIDITÉ; JUSTESSE	
SOURCE COUNTRY	PAYS SOURCE DE RÉFUGIÉS	
SPECIAL RELIEF	MESURE SPÉCIALE	
SPECIALIZED KNOWLEDGE	CONNAISSANCES SPÉCIALISÉES; QUI SONT DU RESSORT DE SA SPÉCIALISATION	
SPLIT DECISION	DÉCISION PARTAGÉE	
SPLITTING APPEAL	APPEL PARTAGÉ	
SPONSOR	RÉPONDANT	
SPONSORSHIP	PARRAINAGE	
SPONSORSHIP APPEAL	APPEL EN MATIÈRE DE PARRAINAGE	
SPOUSAL ABUSE	VIOLENCE CONJUGALE	
STANDARD OF PROOF	NORME DE PREUVE	
STANDARDIZED COUNTRY FILES (SCF)	DOSSIERS DE RÉFÉRENCE SUR LES PAYS (DRP)	
STAR (SYSTEM FOR TRACKING APPEALS AND REFUGEE CLAIMS)	STAR (SYSTÈME DE SUIVI DES APPELS ET DES REVENDICATIONS (DU STATUT DE RÉFUGIÉ)	
STATE OF THE LAW RELATING TO THE CANADIAN CHARTER OF RIGHTS AND FREEDOMS	ÉTAT DU DROIT SE RAPPORTANT À LA CHARTE CANADIENNE DES DROITS ET LIBERTÉS	
STATELESS PERSON	APATRIDE	
STATEMENT	DÉCLARATION	
STATEMENT OF AGREED FACT AND LAW	EXPOSÉ CONJOINT DES QUESTIONS DE DROIT ET DE FAIT; EXPOSÉ DES QUESTIONS CONVENUES DE DROIT ET DE FAIT	
STATEMENT OF THE FACTS	EXPOSÉ DES FAITS	
STATUTORY DECLARATION	DÉCLARATION SOLENNELLE	

STATUTORY DUTY	OBLIGATION PRÉVUE PAR LA LOI	
STATUTORY REFUGEE	RÉFUGIÉ STATUTAIRE	
STAY OF EXECUTION (OF REMOVAL ORDER)	SURSIS D'EXÉCUTION (D'UNE MESURE DE RENVOI)	
STAY OF PROCEEDINGS	SUSPENSION D'INSTANCE	
SUBJECTIVE ELEMENT	ÉLÉMENT SUBJECTIF	
SUBSTANTIVE ISSUE	QUESTION DE FOND	
SUBVERSION	SUBVERSION (SE LIVRER À LA)	
SUGGESTED FRAMEWORK OF ANALYSIS	CADRE D'ANALYSE SUGGÉRÉ	
SUMMARY CONVICTION	DÉCLARATION DE CULPABILITÉ PAR PROCÉDURE SOMMAIRE	
SUMMONING OF A WITNESS	ASSIGNATION D'UN TÉMOIN	
SUMMONS	SOMMATION; CITATION À COMPARAÎTRE	
SYSTEM FOR TRACKING APPEALS AND REFUGEE CLAIMS (STAR)	SYSTÈME DE SUIVI DES APPELS ET DES REVENDEICATIONS (DU STATUT DE RÉFUGIÉ) (STAR)	
T		
TAPE RECORDING	ENREGISTREMENT SUR BANDE (MAGNÉTIQUE)	
TEMPORARY ABSENCE	ABSENCE TEMPORAIRE	
TEMPORARY EXCLUSION	EXCLUSION TEMPORAIRE	
TEMPORARY RESIDENT	RÉSIDENT TEMPORAIRE	
TEMPORARY RESIDENT PERMIT	PERMIS DE SÉJOUR TEMPORAIRE	
TERMINATION AND CANCELLATION	CLASSEMENT ET ANNULATION	
TERMS AND CONDITIONS	CONDITIONS	
TERRORISM	TERRORISME (SE LIVRER AU)	
TEST	CRITÈRE	
TESTIMONY	TÉMOIGNAGE	
THIRTY-DAY REVIEW	CONTRÔLE DES TRENTE-JOURS	
TIME LIMIT	DÉLAI	
TRAFFICKING IN PERSONS	TRAFIC DE PERSONNES	
TRANSFERRED-OUT CLAIM	DEMANDE D'ASILE TRANSFÉRÉE À UN AUTRE BUREAU	
TRANSITIONAL CASE	CAS VISÉ PAR LES MESURES TRANSITOIRES	
TRANSITIONAL PROVISION	DISPOSITION TRANSITOIRE	
TRANSNATIONAL CRIME	CRIME TRANSNATIONAL	
TRAVEL DOCUMENT	TITRE DE VOYAGE	
U		
UN CONVENTION AGAINST TORTURE OR OTHER CRUEL, INHUMAN OR DEGRADING TREATMENTS OR PUNISHMENTS	CONVENTION CONTRE LA TORTURE ET AUTRES PEINES OU TRAITEMENTS CRUELS, INHUMAINS OU DÉGRADANTS	
UN CONVENTION ON CIVIL AND POLITICAL RIGHTS	PACTE INTERNATIONAL RELATIF AUX DROITS CIVILS ET POLITIQUES	
UN CONVENTION ON THE LAW OF THE SEA	CONVENTION DES NATIONS UNIES SUR LE DROIT DE LA MER	

UNACCOMPANIED MINOR	MINEUR NON ACCOMPAGNÉ	
UNANIMITY PROVISION	DISPOSITION CONCERNANT LE PRINCIPLE DE L'UNANIMITÉ	
UNDERTAKING IN SUPPORT OF AN APPLICATION FOR LANDING	ENGAGEMENT À L'APPUI D'UNE DEMANDE D'ÉTABLISSEMENT	
UNDERTAKING OF SPONSORSHIP	ENGAGEMENT DE PARRAINAGE	
UNHCR (UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES)	HCR (HAUT COMMISSAIRE DES NATIONS UNIES POUR LES RÉFUGIÉS)	
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)	HAUT COMMISSAIRE DES NATIONS UNIES POUR LES RÉFUGIÉS (HCR)	
UNLIKELY TO APPEAR	SE SOUSTRAIRA VRAISEMBLABLEMENT (AU CONTRÔLE, À L'ENQUÊTE OU AU RENVOI)	
UNWILLING OR UNABLE	QUI NE VEUT NI NE PEUT	
V		
VACATE, TO	ANNULER	
VACATION	ANNULATION	
VALIDITY	VALIDITÉ	
VICARIOUS TRAUMATIZATION	TRAUMATISME INDIRECT	
VIOLATING HUMAN RIGHTS	ATTEINTE AUX DROITS HUMAINS	
VIOLENCE AGAINST WOMEN	VIOLENCE ENVERS LES FEMMES	
VISA OFFICER	AGENT DES VISAS	
VISITOR	VISITEUR	
VOLUNTARY DEPARTURE	DÉPART VOLONTAIRE	
VOLUNTARY RE-AVAILMENT OF PROTECTION	SE RÉCLAMER DE NOUVEAU DE LA PROTECTION	
VOLUNTARY REPATRIATION	RAPATRIEMENT VOLONTAIRE	
VULNERABLE GROUP	GROUPE VULNÉRABLE	
W		
WAIVER	RENONCIATION	
WARLORDS	CHEFS DE GUERRE	
WARRANT FOR ARREST	MANDAT D'ARRESTATION	
WEIGHING OF EVIDENCE	APPRÉCIATION DE LA PREUVE	
WEIGHT OF EVIDENCE	VALEUR PROBANTE DE LA PREUVE; FORCE PROBANTE DE LA PREUVE	
WELL-BEING	BIEN-ÊTRE	
WELL-FOUNDED FEAR OF PERSECUTION	CRAINTE FONDÉE DE PERSÉCUTION; CEUX QUI CRAIGNENT AVEC RAISON D'ÊTRE PERSÉCUTÉS	
WIDOW BURNING	IMMOLATION DES VEUVES PAR LE FEU	
WIFE ABUSE	VIOLENCE CONTRE L'ÉPOUSE	
WITHDRAWAL	RETRAIT	
WITHDRAWAL OF NATIONALITY	RETRAIT DE LA NATIONALITÉ	
WOMEN REFUGEE	FEMMES RÉFUGIÉES	
WOMEN-AT-RISK	FEMMES VULNÉRABLES	
WRITS OF CERTIORARI AND MANDAMUS	BREFFS DE <i>CERTIORARI</i> ET DE <i>MANDAMUS</i>	
WRITTEN SUBMISSIONS	OBSERVATIONS ÉCRITES	

ANNEX - Part 2

How to improve your memory and note taking skills

Exercise 1

(To improve your mental recall)

Read a text, repeating each sentence after having read it, without referring back to the text. (It is easier if you can get someone else to read it to you.)

Exercise 2

1. Have someone read a sentence or two aloud to you from a newspaper or magazine at a normal speaking speed. (Have longer passages read to you as you improve.)
2. Take notes.
3. Repeat what you have just heard in the same language, using your notes and your memory.
4. Analyze the results. Have you left anything out? Have you changed anything? Attempt to find the reasons for any errors, so that you know what to watch for.

When you are comfortable doing exercises 1 and 2, try the exercise again, giving your interpretation in the other language.

It is also worthwhile to attend hearings at the IRB that are open to public and practising noting the questions and the answers, translating them in your head. This will help improve your memory, allow you to pick up vocabulary that you are bound to have to translate and familiarize yourself with IRB proceedings. Do not practise a new note taking system while working in a proceeding. You should be comfortable with your system before attempting to make use of it while working.

Sight Translation

As an IRB interpreter, you may be asked to translate aloud a variety of documents for the tribunal. The most common of these documents are identification documents such as passports, driver's licenses, national identification cards and birth certificates. But you may also be asked to sight translate handwritten personal letters, newspaper articles, police or medical reports and other legal documents. In order to give as accurate and precise a translation as possible and depending on the size and complexity of the document, it is always better to request a short amount of time in order to see the document ahead of time in order to prepare a rough written translation or at least solve some translation problems beforehand.

The following exercise will help you improve your sight translation skills.

Exercise 1

Translate a short text orally. Practise until you can do this at a normal speaking speed. You should concentrate on giving an intelligible and accurate rendering of the text and not be satisfied until you have reached the stage where no one realizes you are translating.

When practising exercise 1, start with fairly simple texts, using vocabulary with which you are familiar.

The best way to ensure that you will provide quality service as an interpreter is to practise. As an independent contractor you may not be called by the tribunal on a regular basis, so it is up to you to maintain your skills by practising them on your own. The IRB highly values the work and high standard of service that it has come to expect from its interpreters, and giving this high standard of service enhances your reputation and the status of the entire profession.

NOTES:

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