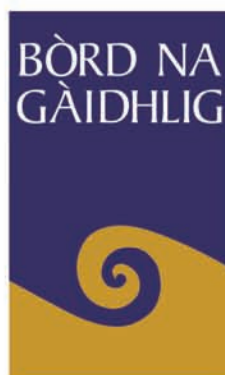


# Scottish Parliamentary Corporate Body Gaelic Language Plan 2008 - 2013



The Scottish Parliament  
Pàrlamaid na h-Alba



A Gaelic Language Plan under section 3 of the Gaelic Language (Scotland) Act 2005  
approved by Bòrd na Gàidhlig in accordance with section 5(1)(a)  
of the Act on 19 May 2008.



The Scottish Parliament  
Pàrlamaid na h-Alba

**The Scottish Parliamentary Corporate Body**

**Gaelic Language Plan**

2008-2013

A Gaelic Language Plan under section 3 of the Gaelic Language (Scotland) Act 2005 approved by Bòrd na Gàidhlig in accordance with section 5(1)(a) of the Act on 19 May 2008.



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| <b>GLOSSARY</b>  |  |
|------------------|--|
| BIT              | Business and Information Technology (an office within the SPCB which undertakes projects and services in its support and development of the technology solutions that facilitate the business of the Parliament).  |
| Directors' Group | A group comprising the Clerk/Chief Executive and five directors, who are responsible for the delivery of services to the Parliament. It acts as a high level advisory group to the Clerk/Chief Executive and enables joint discussion of Directors' responsibilities. It also provides the main interface between the Senior Management Team and the SPCB.   |
| EET              | Events and Exhibitions (an office within the SPCB which is responsible for the major events programme, co-ordinating MSP sponsored events/displays, the Parliament's art collection and programme of public exhibitions).  |
| FM               | Facilities Management (an office within the SPCB which is responsible for providing the Parliament's accommodation, environment and many of its support services. FM have responsibility for advising on health and safety, fire safety management and environmental performance issues as well as contract managing cleaning, catering and fabric maintenance).   |
| GLE              | Gaelic learner education   |
| GME              | Gaelic-medium education  |
| ECP              | Education and Community Partnerships: an office within the SPCB which focuses on enabling people to engage with the Parliament through outreach throughout Scotland, through inward education visits/seminars/events and through forming community partnerships. It is responsible for providing services and resources in Gaelic.   |
| Security         | Security Office (an office within the SPCB which is responsible for controlling access to the Parliamentary complex and the protection of MSPs as well as all other users including staff, contractors and members of the public. It is also responsible for the protection of equipment and other assets against theft or misuse and the protection of the premises. The office provides security support to Committee and Chamber business). |
| SMT              | Senior Management Team (a group within the SPCB which advises the Clerk/Chief Executive on a variety of management issues of a cross-cutting nature, through high quality debate and the sharing of experience and corporate intelligence. SMT plays a key role in the early development of policies and also in supporting the implementation of policies and initiatives across the organisation).   |
| SPCB             | Scottish Parliamentary Corporate Body (supports the Scottish Parliament in fulfilling its constitutional role as a representative and legislative body. The SPCB's core function is to provide, or ensure that the Scottish Parliament is provided with, the property, staff and services it requires).  |
| SPEIR            | The SPCB's Intranet site.  |

|       |   |
|-------|---|
| SPICe | Scottish Parliament Information Centre (an office within the SPCB which provides research, information and documentation services to MSPs, their staff and parliamentary staff, to support the business of the Parliament). |
| VS    | Visitor Services (an office within the SPCB which provides access to parliamentary business, Members and the building including through reception services, public gallery tickets, guided tours, and the Parliament shop). |

## **Foreword by the Presiding Officer, Alex Fergusson MSP**

As the Chair of the Scottish Parliamentary Corporate Body (SPCB), I am delighted to find myself writing the foreword for the SPCB's first Gaelic Language Plan under the Gaelic Language (Scotland) Act 2005. In this plan, the SPCB seeks to give effect to the principle that the Gaelic and English languages should be accorded equal respect.

The SPCB already provides a range of services in Gaelic and through this plan will expand and develop these in order to enable Gaelic speakers and learners throughout Scotland to engage with the work of the Scottish Parliament through their language of choice. In doing so, the SPCB Gaelic Language Plan supports the Parliament's founding principles of equal opportunities, openness and accessibility.

Increasing uptake of Gaelic services is a key aim of the plan and I would therefore encourage all Gaelic speakers to take advantage of the opportunities afforded through the plan to learn about or participate in the work of the Scottish Parliament through the medium of Gaelic.

## Summary

This is the Scottish Parliamentary Corporate Body's statutory Gaelic Language Plan for 2008-13. It sets out current SPCB Gaelic provision and commitments for future development.

In the Plan, the Scottish Parliamentary Corporate Body (SPCB) will seek to give effect to the principle that the Gaelic and English languages should be accorded equal respect.

It should be noted that the notice to draw up a Gaelic Language Plan has been issued to the SPCB and not to the Scottish Parliament. The legislative and other functions of the Scottish Parliament are distinct from the administrative functions of the SPCB whose core function is to provide, or ensure that the Scottish Parliament is provided with, the property, staff and services it requires. *For more information, see p9.*

### *Current Provision*

The Scottish Parliamentary Corporate Body offers a wide range of services to Gaelic speakers through its language policy. This includes:

- Producing and distributing a range of online and printed publications in Gaelic
- Providing a comprehensive range of Gaelic web pages
- Welcoming written correspondence in Gaelic and responding in Gaelic
- Enabling the public to contact the SPCB in Gaelic by telephone
- Bilingual signage in public areas in the Scottish Parliament building
- Providing outreach sessions for schools and the community in Gaelic
- Providing guided tours and inward education and information sessions in Gaelic
- Issuing a wide range of information to the Gaelic media
- Arranging interpretation/translation services to support the Parliament's business processes for debating and publishing in Gaelic where required
- Providing Members and Parliamentary staff with support in their use of Gaelic for parliamentary business related purposes
- Making Gaelic tuition available to SPCB staff

### *Key Core Commitments*

The SPCB Gaelic Language Plan will build on current provision by:

- Introducing a bilingual corporate identity as standard across a range of applications
- Expanding bilingual public signage within the Parliament complex
- Introducing a range of forms in Gaelic
- Increasing provision for simultaneous translation facilities for public meetings

- Expanding the range of public information publications available in Gaelic
- Improving the Scottish Parliament's Gaelic web pages
- Introducing Gaelic awareness training for front of house staff
- Revising recruitment procedures to take Gaelic considerations into account
- Ensuring that Gaelic is considered in the policy making and monitoring process

Through these measures the SPCB will raise awareness of Gaelic, its visibility in its operations and will increase the opportunities for members of the public, MSPs and their staff and SPCB staff to access SPCB services through Gaelic.

*For detailed proposals, see pp16-27.*

#### *The National Plan for Gaelic*

Through these Core Commitments, the SPCB Gaelic Language Plan will help implement relevant priority areas identified in the *National Plan* for Gaelic.

*For detailed proposals, see pp 28- 34*

#### *Monitoring and Review*

The SPCB will form a Gaelic Language Plan Monitoring Group and monitoring reports will be made on an annual basis.

*For detailed proposals, see pp 35*



## Introduction

### **The Gaelic Language (Scotland) Act 2005 and the Issuing of a Notice to Prepare a Gaelic Language Plan**

#### *The Gaelic Language (Scotland) Act 2005*

The Gaelic Language (Scotland) Act 2005 (“the 2005 Act”) was passed by the Scottish Parliament on 21 April 2005 and commenced on 13 February 2006 with the aim of securing the status of Gaelic in Scotland. The 2005 Act has three main and inter-related elements:-

- It establishes a statutory Gaelic body, Bòrd na Gàidhlig (“the Bòrd”) to encourage the use and understanding of Gaelic and to facilitate access to Gaelic and Gaelic culture, with the ultimate aim of working towards increasing the number of Gaelic speakers and extending the everyday use of the language.
- It requires the development by the Bòrd of a National Plan for Gaelic (“the National Plan”) to promote the use and understanding of Gaelic, Gaelic education and Gaelic culture.
- It gives the Bòrd authority to issue a statutory notice to any relevant public authority (namely, a Scottish public authority, cross-border authority or the Scottish Parliamentary Corporate Body), requiring that authority to develop a Gaelic language plan setting out how it will use and enable the use of Gaelic within the operation of its relevant functions.

#### *Gaelic language plan - issuing of a notice*

The Bòrd may give notice to any relevant public authority requiring the authority to prepare a Gaelic language plan setting out the measures to be taken by that authority in relation to the use of the Gaelic language in connection with the exercise of its functions and specify the date by which the measures are to be taken.

Notice was served on the SPCB on 17 October 2006. The deadline for submission of the plan was 30 April 2008.

In deciding whether to issue a statutory notice to a public authority requiring it to prepare a Gaelic language plan, the Bòrd considers the extent to which the authority could contribute to the implementation of priority areas of the National Plan, the extent to which Gaelic is used in the authority’s area of operation, the potential for the authority to develop the use of Gaelic, and any representations received by the authority in connection with Gaelic services.

#### *Gaelic language plan – relevant considerations*

In preparing a Gaelic language plan, the public authority must have regard to:-

- The most recent National Plan;

- The extent to which the persons in relation to whom the authority's functions are exercisable use the Gaelic language;
- The potential for developing the use of the Gaelic language in connection with the exercise of those functions;
- Any representations made to the authority in relation to the use of the Gaelic language in connection with the exercise of those functions;
- Any guidance given by the Scottish Ministers or the Bòrd (the Bòrd has issued "Guidance on the Development of the Gaelic Language Plans"); and
- Consultation with persons appearing to have an interest.

## **Description of the Scottish Parliamentary Corporate Body (SPCB)**

### *Functions and duties*

The SPCB is one of six public authorities which received a statutory notice from the Bòrd during 2006 to produce a Gaelic language plan.

The Scottish Parliament exists to determine, debate, decide and legislate on issues of importance to the people of Scotland. In doing so, it holds the Scottish Government to account and is answerable to the people of Scotland. It consists of 129 Members of the Scottish Parliament (MSPs).

The SPCB supports the Scottish Parliament in fulfilling its constitutional role as a representative and legislative body. The SPCB's core function is to provide, or ensure that the Scottish Parliament is provided with, the property, staff and services it requires.

**The legislative and other functions of the Scottish Parliament are distinct from the administrative functions of the SPCB. It should be noted that the notice to draw up a Gaelic language plan has been issued to the SPCB and not to the Scottish Parliament. Provision for the use of languages in the business of the Parliament is set out in the Standing Orders which are available online at:**

**[www.scottish.parliament.uk/business/parliamentaryProcedure/index.htm](http://www.scottish.parliament.uk/business/parliamentaryProcedure/index.htm).**

The SPCB has authority to do anything which appears to be necessary or expedient for the purpose of or in connection with the discharge of its functions including entering into contracts; charging for goods or services; investing sums not immediately required in relation to the discharge of its functions; and accepting gifts.

The SPCB considers and makes decisions on a wide range of issues related to the running of the Scottish Parliament including the financing of the Scottish Parliament and allocation of the budget; the staffing of the Scottish Parliament; accommodation and the use and security of Parliamentary facilities at Holyrood.

### *Organisational structure*

The SPCB is comprised of the following five MSPs: Alex Fergusson MSP (Presiding Officer of the Scottish Parliament and Chair of the SPCB), Tricia Marwick MSP, Mike Pringle MSP, Alex Johnstone MSP and Tom McCabe MSP.

The SPCB employs over 400 staff, all dedicated to supporting the work of the Scottish Parliament and its Members. As a group, staff are responsible for providing the facilities, equipment, clerking support and other services that the 129 MSPs require to undertake their Parliamentary functions.

Scottish Parliament staff are organised into a Clerk/Chief Executive's Group and five Directorates as follows: -

- Directorate of Access and Information
- Directorate of Clerking and Reporting
- Directorate of Legal Services
- Directorate of Resources and Governance
- Directorate of Technology and Facilities Management.

#### *Location of the SPCB and the public it serves*

The Scottish Parliament and SPCB are located in Edinburgh. The SPCB supports the Scottish Parliament, which is answerable to the people of Scotland.

#### *Principle of equal respect*

The SPCB will seek to give effect to the principle that the Gaelic and English languages should be accorded equal respect. The SPCB will endeavour to be supportive and generous to Gaelic development and to prepare its Gaelic language plans with a view to facilitating the use of Gaelic to the greatest extent that is appropriate to its individual circumstances.

In implementing the equal respect principle, this Gaelic Language Plan aims to:

- Reaffirm the SPCB's commitment to Gaelic, accepting that Gaelic is both a unique part of Scotland's heritage and that the organisation has a responsibility to promote and facilitate the use of Gaelic through its work.
- Work within the spirit of the Gaelic Language (Scotland) Act 2005, the 'National Plan for Gaelic' and the 'Guidance on the Development of Gaelic Language Plans' published by Bòrd na Gàidhlig (2007).
- Develop consistency in the use of Gaelic relating to the organisation's remit and activities and to facilitate the use of Gaelic where it is reasonable and practicable to do so.
- Aid and support MSPs' use of Gaelic within the Parliament via SPCB services.
- Raise awareness about the Scottish Parliament and its role through the medium of Gaelic, developing understanding about how it works,

increasing understanding with regard to participation and building confidence in Gaelic-speakers so that they can engage if they so choose.

## **Gaelic in the SPCB's Area of Operation**

The SPCB's area of operation is all of Scotland. It therefore follows that all of Scotland's Gaelic speakers and Gaelic communities are within the area in which the SPCB operates including all of the districts in which persons able to understand, speak, read or write Gaelic form a majority of the population. The SPCB provides a range of services for Gaelic speakers and learners throughout Scotland.

### *Demographics<sup>1</sup>*

The total number of people recorded as being able to speak and/or read and/or write and/or understand Gaelic in the 2001 census was 92,400 (1.9% of the Scottish Population). Of these, the total number of people who could speak Gaelic was 58,652 (1.15% of the Scottish Population).

While the number of Gaelic speakers declined overall in the last census, the number of people able to speak and also to read and write Gaelic increased between 1991 and 2001 reflecting a growth in Gaelic literacy and growing numbers of Gaelic learners. The number of children aged 5-15 able to speak Gaelic also increased between 1991 and 2001.

Gaelic speakers are spread throughout Scotland. Of the Gaelic speakers identified in the 2001 census, just over half lived in the Highland counties (the Highland Council, Argyll & Bute Council and Comhairle nan Eilean Siar areas) and just under half in the Lowland counties. Gaelic is spoken by a majority of people in the Comhairle nan Eilean Siar area and in the parish of Kilmuir in the Isle of Skye within the Highland Council area. Only just over a quarter of speakers live in localities where Gaelic speakers form a majority.

There is a high degree of urbanisation within the Gaelic speech community with large concentrations of Gaelic speakers living in Greater Glasgow, Edinburgh, Inverness and Aberdeen. For example, 11,211 Gaelic speakers, or 19% of all Gaelic speakers, live in Greater Glasgow according to the 2001 census.<sup>2</sup>

There is no authoritative figure for the number of non-fluent adult learners. However, a national study in 1995 by John Galloway on behalf of Comunn na

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<sup>1</sup> Census data is taken from the 2001 census Gaelic report, available online at: [www.gro-scotland.gov.uk/census/censushm/scotcen/scotcen2/scotcen-gaelic/index.html](http://www.gro-scotland.gov.uk/census/censushm/scotcen/scotcen2/scotcen-gaelic/index.html). Education figures are taken from: University of Strathclyde, Faculty of Education (2008). *Pupil Numbers in Gaelic Education 2007-08*, Glasgow: University of Strathclyde.

<sup>2</sup> Greater Glasgow is defined here as Glasgow City, North Lanarkshire, South Lanarkshire, East Dunbartonshire, West Dunbartonshire, Renfrewshire, East Renfrewshire and Inverclyde.

Gàidhlig, the Gaelic development agency, found that there were roughly 8,000 in Scotland.<sup>3</sup>

There are around 2,500 primary and secondary schoolchildren in Gaelic-medium education (GME) nationally at present, with a further 700 children in Gaelic-medium nurseries. Within English-medium education between 2,500 and 3,000 learners study Gaelic as a secondary subject each year between S1 and S6.<sup>4</sup> Many children in English-medium primary schools take part in the *Gaelic Language in the Primary School* scheme each year: around 6,500 children in the 2005/6 session.

Bòrd na Gàidhlig's *National Plan for Gaelic* sets out clear targets (p.15) for numbers of Gaelic speakers over the next 35 years, as follows:

- 65,000 speakers and 4000 children enrolled annually in first-year Gaelic-medium primary education by 2021,
- 75,000 speakers and 10,000 children enrolled annually in first-year primary Gaelic medium education by 2031; and
- 100,000 speakers and 15,000 children enrolled annually in Gaelic-medium primary education by 2041.

Regardless of overall numbers of Gaelic speakers, it can be expected that the trends of increased literacy, increase in numbers of fluent learners and increase in GME will continue, leading to greater demand for services.

### *Attitudes to Gaelic*

There is an interest in Gaelic amongst many non-Gaelic speakers. In August 2003 the BBC & Bòrd na Gàidhlig commissioned the second major Scotland-wide quantitative research on attitudes to the Gaelic language. The independent research group MRUK found that although 87% of those interviewed (1,020) had no knowledge of Gaelic, 66% agreed it is an important part of Scottish life and needs to be promoted. Further to this, 87% were in favour of children being allowed to learn Gaelic if they wish and 64% thought education through the medium of Gaelic should be extended.

### *Factors Affecting Uptake of Services*

A major difficulty facing Gaelic services in general is that few public services have been available in Gaelic historically, meaning that there is a low level of expectation on the part of Gaelic speakers that they will be able to use the language in dealing with public authorities. Gaelic speakers are often unused to using public services through the medium of Gaelic as the language has in

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<sup>3</sup> Galloway, John (1995). *Estimation of the Number and Distribution of Adult Learners of Gaelic: Final Report. Inverness: Comunn na Gàidhlig.*

<sup>4</sup> In the 2007/8 session, 718 children were attending 56 Gaelic medium nurseries, 2164 primary school pupils were being educated through the medium of Gaelic in 61 schools and 321 secondary school pupils were studying through the medium of Gaelic in 20 schools. In the same year, 968 pupils were studying Gaelic for fluent speakers in classes in 39 secondary schools, most of which do not yet offer any other subjects through the medium of Gaelic. A further 2733 secondary pupils studied Gaelic classes for learners in 35 schools.

the past tended to be confined to home and community domains and excluded from higher level domains. As Gaelic-medium education has only become available since the 1980s, many native Gaelic speakers are more comfortable with reading, writing and public speaking in English than in Gaelic.

### *SPCB services and uptake*

The SPCB already offers a wide range of services to Gaelic speakers and has been proactive in publicising these so as to encourage awareness and uptake. A key aim of this plan is to further raise awareness and uptake of Gaelic services. This process will also be aided by the development of plans by other bodies under the framework of the Gaelic Language (Scotland) Act which is likely to raise awareness, uptake and expectations.

Current SPCB provision is set out on pages 14 to 15. The findings of an uptake audit carried out Gaelic provision are available at: [www.scottish.parliament.uk/gaelicplan](http://www.scottish.parliament.uk/gaelicplan).

To date there has been encouraging uptake of Gaelic services offered by the SPCB, particularly of the website, publications and services to schools. The main users to date have been fluent adult learners, adult learners, Gaelic schools, Gaelic groups and native speakers involved with Gaelic organisations. Uptake has been less encouraging from native speakers not involved in Gaelic organisations or Gaelic development. The measures in this plan are intended to encourage a wider range of people to use Gaelic services offered.

Public enquiries and letters to the SPCB in Gaelic have overwhelmingly tended to be on Gaelic related matters to date. Another aim of the plan is to raise awareness that the public may use Gaelic to access services in relation to any subject.

## **Current Provision**

### *Background*

The Scottish Parliamentary Corporate Body offers a wide range of services to Gaelic speakers.

In response to the linguistic diversity that exists within Scotland, the SPCB developed a language policy in July 2002 (and revised it in November 2004). The policy:

- provides a framework for the work carried out in Gaelic by the Parliament to provide information and enable people to participate in the work of the Parliament in this language,
- is designed to break down the language barriers that might prevent people who live in Scotland but who are not fluent in English from participating in the work of the Parliament or finding out more about how the Parliament works,
- explains the steps the SPCB has taken to provide information about the Parliament and how it works for visitors to Scotland who are not fluent in English, and
- complements the information on the use of languages set out in the Parliament's Standing Orders.

The full policy is available online at:

<http://www.scottish.parliament.uk/vli/language/lang-pol.htm>

As a result, the SPCB makes the following provision for Gaelic at present:

### *Public access and information*

- The SPCB produces and distributes a range of online and printed publications in Gaelic including the annual report and many public information materials.
- The SPCB provides a comprehensive range of Gaelic web pages at: [www.parlamaid-alba.org](http://www.parlamaid-alba.org) There are over 700 web pages at present.
- The SPCB welcomes written correspondence in Gaelic and will respond in Gaelic where a response is required.
- The public may contact the SPCB in Gaelic by telephone via the Parliament's Gaelic Service.
- Signage in public areas in the Scottish Parliament building is bilingual in Gaelic and English.

- Outreach sessions for schools and the community are available in Gaelic, including the Parliament's *Your Parliament Your School* programme.
- Guided tours and inward education and information sessions are available in Gaelic.
- The SPCB issues a wide range of information to the media including:
  - A wide range of news releases translated into Gaelic.
  - *This Week in the Scottish Parliament* newsletter is translated weekly for the Gaelic web pages during Parliamentary session.
  - Parliamentary news is regularly sent to the media and general public via a dedicated mailing list held by the Gaelic Officers.
- The Gaelic Development Officer acts as an SPCB spokesperson to the Gaelic media, as required by the Media Relations Office.
- The SPCB arranges for all calls for evidence issued by Committees to be issued in Gaelic.
- The SPCB arranges for interpretation/translation services to support the Parliament's business processes for debating and publishing in Gaelic where required.
- The Gaelic Service provides Members and Parliamentary staff with support in their use of Gaelic for parliamentary business related purposes

#### *Other Services*

- Gaelic tuition is available for SPCB staff through the SPCB's training programmes.
- The SPCB supports the Faclair na Pàrlamaid (the Gaelic Parliamentary Dictionary) project and Ainmean Àite na h-Alba (AÀA), the Gaelic place names liaison group.

Through its statutory Gaelic Language Plan, the SPCB sets out how it intends to develop its Gaelic services over a five year period from October 2008 to September 2013, to encourage awareness and uptake and to give effect to the principle of equal respect.



## **Development Plan 2008-2013 - Core Commitments**

This section describes how the SPCB will use Gaelic in relation to its internal processes such as corporate identity, communications, publications and staff matters and how Gaelic will be used in the services delivered. As required by section 3(4)(b) of Gaelic Language (Scotland) Act, this section looks at incremental development in services over five years and it provides a timetable for the implementation of the SPCB's development commitments.

It takes into account uptake of existing services; potential demand in the SPCB's sphere of operation; the strategic direction set out in the National Plan for Gaelic; the potential for development of the language in different localities or client groups across Scotland.

Where existing practice appears below, this is marked in *italic*.

## Core Commitments

|   | Action  | Date for achievement   |
|---|---|--|
| <b>Identity</b>   |   |  |
| <p><b>Corporate Identity:</b> The presence of Gaelic in the corporate identity of a public authority can greatly enhance the visibility of the language, and makes an important statement by a public authority about how Gaelic is valued and how it will be given recognition</p> |   |  |
| <b>Current Practice</b>   | <p><i>Gaelic and English versions of logo exist but are used separately</i></p> <p><i>The Gaelic logo is normally only used on Gaelic stationery and publications</i></p> <p><i>The shop stocks a number of products branded with the Gaelic logo: Gaelic label whisky, mugs and pens</i></p> <p><i>Bilingual business cards featuring both logos are available and both logos have occasionally been used on bilingual educational publications</i></p>  |  |
| <b>Recommendations for development</b>  | <p>Introduce Gaelic into the existing logo to replace both English and Gaelic versions; revise style guidance accordingly.</p> <p><b>For details of current uses of the logo, see <a href="http://www.scottish.parliament.uk/gaelicplan">www.scottish.parliament.uk/gaelicplan</a>. The plan to roll out the application of the revised logo to signage, the website and publications are dealt with under those sections of this Plan.</b></p> <p>Develop and co-ordinate implementation of plan for phased introduction when replacing stock/commissioning new items:</p> <p>Uniforms</p> | <p>Redesign of logo and reissue of master files/guidance document by end of March 2008</p> <p>Implementation of revised logo across applications from April 2008 to September 2013</p> <p>By May 2009 for VS<br/>By September 2009 for Security<br/>FM items are issued as required – the new contract begins in March 2008 and runs to March 2011</p> |

|  |  |  |
|--|--|--|
|  |  | with possible 2 annual extensions (i.e. to March 2013) so we expect items to be replaced within this timescale   |
|  | Pre-printed stationery:<br>Letterheads<br>Envelopes<br>Compliments slips<br>Business cards<br>Acknowledgement cards                                      | By September 2013  |
|  | Shop stock   | By September 2013  |
|  | Audit all electronic templates, including for official publications, and then develop and implement a plan to specifically update templates/other items. | Audit completed by September 2009; implementation (mainly in line with corporate information management system timescales) from October 2009 to September 2013 |
|  | Sundry items:  |  |
|  | Tickets  | By December 2008   |
|  | Lanyards for holding passes  | By April 2008  |
|  | Events branding on podium  | By December 2008   |
|  | DVD art work   | By September 2010  |

|  |   |  |
|--|---|--|
| <b>Signage (internal and external)</b> As with corporate identity, the use of Gaelic in signage can greatly enhance the visibility of Gaelic and makes an important statement about the status of the language. Developing the use of Gaelic through signage can also enrich the vocabulary of Gaelic users and contribute to the development of the language  |   |  |
| <b>Current practice</b>  | <i>External signs and internal signs in public areas of the Scottish Parliament are bilingual</i>   | <i>Introduced 1999</i>   |
|  | <i>Gaelic welcome message is carried on Information Channel in Main Hall</i>  | <i>Introduced July 2007</i>  |
| <b>Recommendations for development</b>   | Audit to assess work to be done and erect internal bilingual signs in non-public areas featuring on the public tour route and erect bilingual directional signs throughout campus   | By April 2008  |
|  | Gaelic versions of artwork captions to be displayed   | By April 2008  |
|  | Develop policy that all temporary signs will be bilingual to retain general approach to bilingual public signage; publish guidance on SPEIR including policy that English-only signs will only be used where urgency is a consideration | By December 2008   |
| <b>Communications</b>  |   |  |
| <b>Reception:</b> The use of Gaelic at the initial point of contact that members of the public have with a public authority increases the audible presence of the language, and contributes to the sense that the use of Gaelic is possible and welcome. In addition to raising the profile of the language, it also creates opportunities for its practical use and encourages members of the public to use Gaelic in subsequent dealings with the public authority |   |  |
| <b>Current practice</b>  | <i>Gaelic Officers are called out to reception to assist members of public with queries in Gaelic</i>   |  |
| <b>Recommendations for development</b>   | Develop current practice into a formal procedure for handling of in person queries in Gaelic  | By March 2009  |
|  | Introduce Gaelic awareness training for front of house staff including key phrases and appropriate use  | <b>See staff training section below for details</b>                    |
| <b>Telephone:</b> The use of Gaelic in interactions with the authority by telephone is important in creating practical opportunities for the use of the language, and in contributing to the sense that its use is possible and welcome  |   |  |
| <b>Current practice</b>  | <i>Non-direct dialled calls from Gaelic speakers are transferred to Gaelic Service</i>  |  |
|  | <i>Gaelic Service telephones have bilingual telephone message</i>   |  |
| <b>Recommendations for development</b>   | Develop current practice into a formal procedure for calls to be transferred to Gaelic Service  | By March 2009  |
|  | Gaelic Service telephone number to be included on all new public information publications and electronic letterhead template as part of standard contact information  | As publications/ templates updated from October 2008 to September 2013 |

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| <b>Mail and email:</b> the use of Gaelic in mail and email to and from a public authority enables the use of Gaelic in two important means of communication. Its use in these environments provides opportunities for Gaelic speakers to use Gaelic in a wide range of situations   |   |  |
| <b>Current practice</b>   | <i>The SPCB accepts communications in Gaelic and will reply in Gaelic where a response is required</i>  |  |
|   | <i>When initiating correspondence, the Gaelic Service will initiate correspondence in Gaelic or bilingually with those individuals and organisations known to prefer correspondence in Gaelic</i>   |  |
| <b>Recommendations for development</b>  | Formalise procedures with relevant offices to ensure that written communications received in Gaelic can be replied to within the organisation's normal timescales and within relevant statutory limits and holding replies to Gaelic correspondence are issued in Gaelic  | Procedures to be developed by March 2009; implementation from April 2009 |
|   | Add text to all English and Gaelic Calls for Evidence stating that evidence may be sent in Gaelic   | By September 2009  |
|   | Add Gaelic translation of corporate email disclaimer/promotional strap-lines to emails issued by Gaelic Service   | By December 2008   |
|   | Create strap-line for all outgoing emails publicising Gaelic service in Gaelic and Language Policy in English   | By December 2008   |
| <b>Forms:</b> Enabling the use of Gaelic on the forms of public authorities can greatly enhance opportunities for the use of the language. The presence of Gaelic in a wide range of Gaelic forms, or in bilingual forms, can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic versions of forms, applications and similar documents, will assist in expanding the range of Gaelic terminology and the awareness of the Gaelic-speaking public of such terminology, helping the development of the language itself |   |  |
| <b>Current practice</b>   | <i>The SPCB will accept forms completed in Gaelic</i>   |  |
| <b>Recommendations for development</b>  | Make a range of Gaelic versions of most widely used forms for public use available online: <ul style="list-style-type: none"> <li>▪ Gaelic publications order form</li> <li>▪ Gaelic contact form (to act as an equivalent to the large numbers of English contact forms)</li> <li>▪ Educational booking forms (and any other visitor services/events /education/outreach booking forms for the public that are developed in future)</li> <li>▪ MSP voting records request form</li> <li>▪ Question and answer search form</li> <li>▪ Motions search form</li> <li>▪ Site search form</li> <li>▪ FOI request form</li> <li>▪ Website feedback form</li> </ul> | By September 2009  |

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|  | Produce Gaelic version of public feedback forms: <ul style="list-style-type: none"> <li>▪ Visitors' Survey form</li> <li>▪ education feedback form,</li> <li>▪ events feedback form</li> <li>▪ exhibitions feedback form</li> </ul>   | By December 2008                                  |
| <b>Public Meetings:</b> The use of Gaelic in public meetings provides a key means by which Gaelic-speakers can express their views in the language of their choice and helps promote the audibility of Gaelic in a wider range of settings   |   |   |
| <b>Current practice</b>  | <i>Use of Gaelic has been facilitated at meetings held by Outreach Services but has been ad-hoc up to this point.</i>   |   |
|  | <i>Pilot the offer of a wider range of services for Gaelic schools debate, November 2007: Gaelic booking forms, Gaelic temporary signage, Gaelic speaking ushers (drawn from SPCB staff) and review to help plan the roll-out of services to future Gaelic themed events and then to all events with a Gaelic input</i> | December 2007                                     |
| <b>Recommendations for development</b>   | Formalise procedure for simultaneous interpretation provision to be offered at all SPCB hosted public meetings/events in areas where Gaelic is spoken by a significant percentage of the population (e.g. Western Isles, Skye, Islay, Tiree etc.)   | By September 2010                                 |
|  | Formalise procedure that elsewhere the provision will be made where reasonable demand has been demonstrated or where the subject matter is of interest to Gaelic speakers   | By September 2010                                 |
|  | Establish marketing plan for SPCB hosted public meetings/events to ensure that availability of Gaelic interpretation is included in advance information for meetings in order that demand can be assessed   | By September 2010                                 |
|  | Procedure established for use of interpretation at events held at the Scottish Parliament building to support use of Gaelic as required by host MSP   | By September 2010                                 |
| <b>Complaints Procedure:</b> in addition to creating practical opportunities for the use of Gaelic, the establishment of a complaints procedure that is receptive to the use of Gaelic affirms the authority's commitment to the use of Gaelic and to providing a quality service to those members of the public who prefer to express themselves through Gaelic |   |   |
| <b>Current practice</b>  | <i>Include as part of the development of an overall SPCB complaints procedure</i>   | <i>Procedure to be developed by December 2007</i> |
| <b>Recommendations for development</b>   | Gaelic translation of complaints leaflet to be made available online and in print (pilot leaflet online only, final leaflet online and in print)  | January 2008 to December 2008                     |

| <b>Publications</b>  |  |                   |
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| <b>Public Relations and Media:</b> The use of Gaelic in the media helps demonstrate a public authority's commitment to making important information available through the medium of Gaelic, as well as enhancing the visibility and status of the language   |  |                   |
| <b>Current practice</b>  | <i>Translate main news releases. Where a range of similar news releases come out on the same subject, only the key releases will be translated. Target = 80% of news release topics translated</i>   |                   |
|  | <i>Translate all calls for evidence</i>  |                   |
|  | <i>Where authorised, the Gaelic Communications Officer acts as a spokesperson to the Gaelic media.</i>   |                   |
| <b>Recommendations for development</b>   | Arrange to host a planning meeting with Gaelic media to inform how to allocate resources to ensure services in line with user requirements and delivering value for money  | By November 2009  |
| <b>Printed Material:</b> The use of Gaelic in a range of printed material can assist Gaelic development in a variety of ways. It helps increase the visibility of the language, it enhances Gaelic's status by being used in high profile publications, and it can help develop new, and enhance existing, terminology |  |                   |
| <b>Current practice</b>  | <i>The following publications are currently produced in Gaelic</i> <ul style="list-style-type: none"> <li>○ <i>Almost all public information publications are produced in Gaelic:</i> <ul style="list-style-type: none"> <li>▪ <i>Your Visit to the Scottish Parliament</i></li> <li>▪ <i>Discover the Scottish Parliament</i></li> <li>▪ <i>Making Your Voice Heard</i></li> <li>▪ <i>How to submit a public petition</i></li> <li>▪ <i>Gaelic in the Scottish Parliament (bi-lingual)</i></li> <li>▪ <i>Working for You 2003-07</i></li> </ul> </li> <li>○ <i>Scottish Parliament annual report</i></li> <li>○ <i>All education and outreach publications</i></li> </ul> |                   |
|  | <i>Where publications are produced in print, separate Gaelic and English versions are normally produced. Bilingual versions of education/outreach and Gaelic service materials have been produced on occasion but there is no formal policy on where separate and where bilingual publications are produced.</i>   |                   |
| <b>Recommendations for development</b>   | A range of Gaelic publications will be produced:   |                   |
|  | All public information and educational publications will be produced in Gaelic (in print and online)   | By September 2009 |
|  | Procedure for considering applications internally to produce new publications will be revised to prompt consideration of requirement to produce any new publication in Gaelic or to consider incorporating Gaelic elements (e.g. Gaelic names, bilingual headings, Gaelic summary) as appropriate  | By April 2009     |
|  | Procedure for considering publication requests amended to include Gaelic Service advice  | By April 2009     |

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|  | Procedure established to consult Gaelic Service on translation/publication requirements of SPCB publications such as the SPCB annual report, the SPCB's annual Equalities Report and all other public publications | By April 2009                                       |
|  | Any publications relating to the Gaelic language plan or service will be bilingual   | August to October 2008 for the Gaelic language plan |
|  | Develop distribution strategy for Gaelic publications  | By December 2008                                    |
|  | Translate each bill summary for website  | October 2009 to September 2010                      |
| <b>Websites:</b> As more people access information about public authorities through their websites, making provision for the use of Gaelic can significantly enhance the status and visibility of the language |  |   |
| <b>Current practice</b>  | <i>The SPCB provides a comprehensive range of Gaelic web pages at: <a href="http://www.scottish.parliament.uk/gaidhlig">www.scottish.parliament.uk/gaidhlig</a>. There are over 700 web pages at present</i>       |   |
|  | <i>Holyrood.tv website carries Gaelic headings at <a href="http://www.holyrood.tv">www.holyrood.tv</a></i>   |   |
| <b>Recommendations for development</b>   | Create Gaelic URL for Gaelic pages<br><a href="http://www.parlamaid-alba.org">www.parlamaid-alba.org</a>   | By end March 2008                                   |
|  | Create more prominent links to Gaelic on front page as part of redesign of website   | By September 2013                                   |
|  | Reintroduce Gaelic version of SP name on front page of Scottish Parliament website with next redesign of front page  | By September 2013                                   |
|  | Reintroduce bilingual version of SP logo throughout Scottish Parliament website with next redesign of website  | By September 2013                                   |
|  | Add content to SPEIR about Gaelic language plan  | By November 2008                                    |
|  | Change format of Gaelic front page ( <a href="http://www.scottish.parliament.uk/gaidhlig">www.scottish.parliament.uk/gaidhlig</a> ) to introduce left-hand navigation on front page                                | By September 2009                                   |
|  | Investigate possibility of full left hand navigation as part of development of a content management system for Scottish Parliament website   | By September 2013                                   |
|  | Introduce Gaelic version of RSS (Really Simple Syndication)  | By September 2009                                   |
|  | Gaelic version of petitions form to be made available online   | By September 2009                                   |
|  | <b>See section on Forms for commitment to development of online forms</b>  |   |



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| <b>Exhibitions:</b> The use of Gaelic in exhibitions recognises the authority's commitment to providing information in Gaelic and to extending its use in a wider range of environments. |  |  |
| <b>Current practice</b>  | <i>Gaelic incorporated in the Scottish Parliament's permanent exhibition in the Main Hall</i>  |  |
| <b>Recommendations for development</b>   | Incorporate Gaelic into display materials for temporary exhibitions produced by SPCB/in partnership: pilot in <i>Cridhe na Gàidhealtachd</i> exhibition (December 2007-January 08) and then adopt as policy                                      | December 2007 – March 2009   |
| <b>Staffing</b>  |  |  |
| <b>Training:</b> In order to deliver services through the medium of Gaelic, public authorities will need to develop the requisite job skills and language skills of their staff          |  |  |
| <b>Current practice</b>  | <i>Staff fluent in Gaelic employed specifically to support public engagement in Gaelic.</i><br><br><i>For language learning, see following section</i>   |  |
| <b>Recommendations for development</b>   | Deliver programme of Gaelic awareness training for front of house staff (Visitor & Outreach Services, Security, Public Information, Events & Exhibitions)<br><br>Re-fresher programme established; also made available to other staff on request | Front of house staff to be trained by March 2008<br><br>Annual programme of training for new staff/other offices from April 2009 to September 2013 |
|  | Presentations to be made to SMT and to Office Heads to brief managers on Gaelic language plan commitments  | October to December 2008   |
|  | Develop guidance note for all staff on Gaelic plan and new policies/procedures as they are developed and publish on SPEIR - including guidance on procedures for enquiries from Gaelic speakers in person and on the telephone                   | By March 2009  |
|  | Deliver Gaelic related 'Snippets' session as part of the annual internal staff training programme  | By September 2009  |

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| <b>Staffing</b>  |   |                   |
| <b>Language Learning:</b> The provision of language learning for its staff will help promote adult Gaelic learning, and in promoting Gaelic as a useful skill in the workplace                           |   |                   |
| <b>Current practice</b>  | <i>Gaelic classes at all levels offered for SPCB staff in Scottish Parliament through language training scheme</i>  |                   |
|  | <i>Gaelic resources available in Learning Resource centre</i>   |                   |
|  | <i>SPCB staff may make applications to the SPCB voluntary further education scheme for costs for Gaelic training</i>  |                   |
|  | <i>Staff involved in implementing the Plan have access to language resources and services including dictionaries, relevant software and language training.</i>  |                   |
| <b>Recommendations for development</b>   | SPCB Gaelic language classes, learning resources and the SPCB voluntary further education scheme to be publicised via language awareness training and Gaelic communications plan to ensure that all staff are aware of provision and to encourage uptake. | From March 2008   |
|  | SPCB Gaelic language classes, learning resources and the SPCB voluntary further education scheme to be publicised via Gaelic communications plan to ensure that all staff are aware of provision and to encourage uptake.                                 | From April 2010   |
|  | Uptake and progress of students to be monitored via Gaelic plan monitoring process  | From April 2008   |
| <b>Staffing</b>  |   |                   |
| <b>Recruitment:</b> The creation of jobs in which Gaelic is an essential or desirable skill will contribute greatly to the status of the language, and in identifying it as a positive skill to acquire. |   |                   |
| <b>Current practice</b>  | <i>No formal policy although SPCB employs staff fluent in Gaelic to support its public engagement work</i>  |                   |
| <b>Recommendations for development</b>   | Draw up guidelines for Office Heads on designation of Gaelic posts using Bòrd na Gàidhlig definitions<br><br>(awaiting clarification from Bòrd na Gàidhlig on essential/ desirable posts)   | By September 2009 |
|  | Recruitment procedures to be developed to require Office Heads to consider designations when new/existing posts are to be filled and justify their decision<br><br>(awaiting clarification from Bòrd na Gàidhlig on essential /desirable posts)           | By September 2010 |
|  | Revision of Recruitment & Selection training course to cover designations of posts<br><br>(awaiting clarification from Bòrd na Gàidhlig on essential/ desirable posts)  | By September 2011 |

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|   | Insert strap-line in every job advertisement stating the Parliament's commitment to promoting Gaelic                                  | By September 2010 |
|   | Revision of job description of Gaelic Communications Officer to include developmental/promotional aspect                              | By September 2008 |
| <b>Staffing</b>   |   |                   |
| <b>Advertising:</b> The use of Gaelic in advertising helps recognise that Gaelic should be used in public life and that Gaelic speakers have an important role to play within a public authority. |   |                   |
| <b>Current practice</b>   | <i>Gaelic Officer posts have been advertised bilingually to date but there is no formal policy</i>                                    |                   |
| <b>Recommendations for development</b>  | Establish formal policy to advertise Gaelic essential posts bilingually including use of bilingual corporate identity when introduced | From May 2008     |

| <b>Policy Functions</b>   |  |   |
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| The Bòrd recommends that Gaelic Language Plans should contain a commitment that the linguistic impact of policies will be considered, and that policies pursued by an authority will be consistent with the measures contained in the Gaelic Language Plan. The Bòrd would encourage the development of policies where practicable that seek to promote and support the promotion and facilitation of the use and acquisition of Gaelic |  |   |
| <b>Recommendations for development</b>  | Include Gaelic in the policy making/ monitoring process in the following ways:   |   |
|   | Insert Gaelic impact section into SPCB / Directors' Group / SMT templates for policy development papers to ensure consideration of SPCB's commitment under the Gaelic Language Act   | By March 2009   |
|   | Include Gaelic into relevant policy and process documentation to ensure consideration of SPCB's commitment under the Gaelic Language Act   | By September 2009                                     |
|   | Draw up a communications plan to raise awareness of Gaelic plan.<br><br>Implement communications plan  | By September 2009<br><br>April 2010 to September 2013 |
|   | Develop a pilot Gaelic Language Day event as part of SPCB's major Events & Exhibitions Programme for delivery in November 2008<br><br>Evaluate pilot and develop for future years with a view to including a wide range of partnerships amongst those agencies who are key to implementation of the National plan. | November 2008<br><br>November 2009-13                 |

## **Development Plan 2008-2013 - Helping Implement the *National Plan for Gaelic***

The *National Plan for Gaelic* sets out a vision for Gaelic of a healthy, vibrant language increasingly used valued and respected in a modern, multicultural and multilingual Scotland. It sets out four key concepts of language development that must be addressed in order achieve that vision:

Language acquisition – how people are enabled to acquire Gaelic

Language usage – how they are enabled to use Gaelic

Language status – how the status of Gaelic can be enhanced

Language corpus – how Gaelic corpus can be developed

A series of priority areas are identified for each of these concepts.

The *Guidance on the Development of Gaelic Language Plans* states that "of particular importance in the implementation of the *National Plan* is the role that can be played by public authorities across Scotland. The Bòrd wishes to see public authorities engage with the *National Plan*, to recognise actions they can take in areas within which they operate, and for them to take practical steps to deliver those actions" (p33).

This section of the plan sets out how the SPCB will help implement relevant priority areas identified in the *National Plan* for Gaelic. Existing practice is written in *italic*.

**National Plan Language Planning Principle: Language Acquisition**

To increase the number of Gaelic speakers by ensuring the language is passed on and by securing effective opportunities for learning Gaelic.

| <b>Relevant National Plan Priority area</b><br><i>(Text from National Plan for Gaelic)</i>  | <b>SPCB Action</b>  | <b>Comments</b>   |
|---|---|---|
| <b>Acquisition through education:</b><br>We recognise the crucial importance of Gaelic-medium education (GME) and the valuable contribution of Gaelic-learner education (GLE), and we will seek to increase the availability and quality of both and increase the numbers and continuity within GME | The SPCB will support Gaelic-medium and Gaelic learner education through: <ul style="list-style-type: none"><li>▪ <i>Producing education/outreach materials in Gaelic</i></li><li>▪ <i>Providing inward school sessions, the MSPs in Schools programme, in-service training and other outreach services in Gaelic</i></li></ul> | The SPCB's plan for the further development of educational publications is covered in core commitments section under:<br><br>Publications>Printed Materials<br><br><i>This is current practice.</i> |
| <b>Acquisition in adult learning:</b><br>We recognise the importance of opportunities for adults to gain fluency and literacy in Gaelic, and we will seek to increase the availability and uptake of appropriate adult learning opportunities   | The SPCB will support adult learners through: <ul style="list-style-type: none"><li>▪ <i>Providing a range of inward/outreach sessions suitable for adult learners</i></li><li>▪ <i>Providing a range of learning opportunities for SPCB staff</i></li></ul>  | The SPCB's plan for the further development of training for SPCB staff are covered in the core commitments section under:<br><br>Staffing>Language Learning   |

**National Plan Language Planning Principle: Language usage**

To encourage greater use of Gaelic, to provide opportunities to use the language and to promote access to Gaelic forms of expression.

| <b>Relevant National Plan Priority area</b><br><i>(Text from National Plan for Gaelic)</i>  | <b>SPCB Action</b>  | <b>Comments</b>  |
|---|---|--|
| <p><b><i>The use of Gaelic in communities:</i></b><br/>We recognise the crucial importance of Gaelic in the communities where it is in widespread use, and we will seek to promote the increased use of, and confidence in, Gaelic in all communities</p>     | <p>The SPCB will support the use of Gaelic in communities through:</p> <ul style="list-style-type: none"><li>▪ Use of simultaneous translation equipment at public meetings where appropriate</li><li>▪ <i>Services to Gaelic education in Gaelic communities throughout Scotland</i></li><li>▪ <i>Distribution of SPCB Gaelic publications through Partner Library and Linked Library Networks</i></li></ul> | <p>The SPCB's plan for the further development for use of Gaelic at public meetings is covered in the core commitments section under:</p> <p>Communications&gt;Public Meetings</p> <p><i>This is current practice</i></p> <p><i>This is current practice</i></p> |
| <p><b><i>The use of Gaelic in the workplace:</i></b><br/>We recognise the importance of the use of Gaelic in the workplace, and we will seek to promote and encourage the increased use of Gaelic in places of work, and in communication with members of</p> | <p>The SPCB will support the use of Gaelic in the workplace in the following ways:</p> <ul style="list-style-type: none"><li>• <i>Gaelic is the working language of the Gaelic Service</i></li></ul>  | <p>The SPCB's plan for further development is covered in the following sections of the core commitments section:</p>   |

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| <p>the public</p>  | <ul style="list-style-type: none"> <li>• <i>Gaelic speaking staff have access to a range of dictionaries, language resources (via Gaelic Service), language training opportunities (via Training &amp; Development team) and Gaelic related IT applications (via BIT)</i></li> <li>• <i>Gaelic learners have access to Gaelic learning opportunities through the T&amp;D teams</i></li> <li>• <i>The Gaelic Service will provide support to staff and Members wishing to use Gaelic in their parliamentary work</i></li> <li>• <i>Communication with members of the public through Gaelic will be promoted through a range of measures in the core commitments section of this plan</i></li> </ul> | <p>Staffing&gt;Language Learning</p> <p>Communications&gt;Reception</p> <p>Communications&gt;Reception<br/> Communications&gt;Telephone<br/> Communications&gt;Mail and email<br/> Communications&gt;Forms<br/> Publications&gt;Publications and media<br/> Publications&gt;Printed material<br/> Publications&gt;Website</p> |
| <p><b>Promotion of Gaelic in the media:</b><br/> We recognise the crucial importance of an increased presence for Gaelic in the print, broadcast and online media, and we will seek to secure an increase in range, quantity and quality</p> | <p>The SPCB will promote Gaelic in the media through:</p> <ul style="list-style-type: none"> <li>• <i>Providing news releases in Gaelic</i></li> <li>• <i>Providing Gaelic speaking spokespersons to the Gaelic media where appropriate</i></li> </ul>   | <p>The SPCB's plan for further development is covered in the following sections of the core commitments section:</p> <p>Publications&gt;Public relations and media</p>  |



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|  | <ul style="list-style-type: none"> <li>• <i>Providing a wide range of information in Gaelic on the Scottish Parliament website</i></li> </ul>   | Publications>Website   |
| <p><b>Promotion of Gaelic in the arts:</b><br/>We recognise the crucial importance of the arts delivered through Gaelic and we will seek to promote excellence, access and participation</p>   | <p>The SPCB will promote Gaelic in the arts through:</p> <ul style="list-style-type: none"> <li>• <i>Gaelic captions for art works in the Scottish Parliament building</i></li> <li>• Considering the use of Gaelic when commissioning future artworks/exhibitions</li> </ul>   | <p>The SPCB's plan for the further development is covered in the following sections of the core commitments section:</p> <p>Identity&gt;Signage</p> <p>Events &amp; Exhibitions Team<br/>From 2010</p> |
| <p><b>Promotion of Gaelic in tourism, heritage and recreation:</b><br/>We recognise the need and importance for an increased profile for Gaelic in the tourism, heritage and recreation sectors and we will seek to promote and encourage this where possible.</p> | <p>The SPCB will promote Gaelic in tourism, heritage and recreation through:</p> <ul style="list-style-type: none"> <li>• <i>The availability of Gaelic guided tours</i></li> <li>• <i>Gaelic captions for art works in the Scottish Parliament building</i></li> <li>• <i>The use of Gaelic in the Scottish Parliament's permanent exhibition</i></li> </ul> | <p>The SPCB's plan for further development is covered in the following sections of the core commitments section:</p> <p>Identity&gt;Signage</p>  |
| <p><b>National Plan Language Planning Principle: Language status</b><br/>To increase the visibility of Gaelic, enhance its recognition and create a positive image for Gaelic in Scottish public life.</p>   |   |  |
| <p><b>Relevant National Plan Priority area</b><br/>(Text from National Plan for Gaelic)</p>  | <p><b>SPCB Action</b></p>   | <p><b>Comments</b></p>   |
| <p><b>A positive image for Gaelic:</b><br/>We recognise the importance of a positive image for Gaelic, and we will seek to raise</p>   | <p>The SPCB will promote a positive image and increased visibility for Gaelic through:</p>  | <p>The SPCB's plan for further development is covered in the following sections of the core commitments section:</p>   |

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| <p>the profile and prestige of Gaelic wherever possible.</p>  | <ul style="list-style-type: none"> <li>• Incorporating Gaelic into the Scottish Parliament's corporate identity</li> <li>• Expanding the use of Gaelic on temporary and permanent signage</li> <li>• Adding Gaelic straplines to all outgoing emails</li> <li>• <i>The use of Gaelic in the Scottish Parliament's permanent exhibition</i></li> <li>• The range of measures contained in the policy functions section of this plan</li> </ul> | <p>Identity&gt;Corporate Identity</p> <p>Identity&gt;Signage</p> <p>Policy Functions</p> |
| <p><b>Increased visibility of Gaelic in Scotland:</b><br/>We recognise the need for the Gaelic language to be visible in Scotland in a wide range of contexts and we will seek to encourage and support this wherever possible.</p>                           |   |  |
| <p><b>National Plan Language Planning Principle: Language corpus</b><br/>To strengthen the relevance and consistency of Gaelic and to promote research into the language.</p>   |   |  |
| <p><b>Relevant Priority area</b><br/>(Text from National Plan for Gaelic)</p>   | <p><b>SPCB Action</b></p>   | <p><b>Comments</b></p>   |
| <p><b>Gaelic orthographic, terminological and place-name development:</b><br/>We recognise the need for appropriate measures and structures to ensure that the richness, relevance and consistency of the Gaelic language is maintained and strengthened.</p> | <p>The SPCB will support the development of Gaelic corpus through:</p> <ul style="list-style-type: none"> <li>• <i>Supporting the Faclair na Pàrlamaid (the Gaelic Parliamentary Dictionary) project by supplying words for translation and providing appropriate advice.</i></li> <li>• <i>Participating in Ainmean Àite na h-Alba (AAA) and other appropriate corpus planning initiatives</i></li> </ul>                                    | <p><i>This is current practice</i></p>   |

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| <p><b><i>Gaelic translation and interpretation:</i></b><br/> We recognise the importance of encouraging more information being translated into Gaelic, and we will seek to ensure quality and accessibility in Gaelic translations and interpretation.</p> | <p>The SPCB will support translation and interpretation through:</p> <ul style="list-style-type: none"> <li>• <i>Translating a range of documents, publications and web-pages into Gaelic</i></li> <li>• <i>Ensuring that the quality of translation is as high as possible</i></li> <li>• Providing simultaneous interpretation at appropriate public meetings</li> <li>• Providing style guidelines to Gaelic translators undertaking translation for the SPCB</li> </ul> | <p>The SPCB's plan for further development is covered in the following sections of the core commitments section:</p> <p>Communications&gt;Mail and email<br/> Communications&gt;Forms<br/> Publications&gt;Public relations and media<br/> Publications&gt;Printed Materials<br/> Publications&gt;Websites<br/> Publications&gt;Exhibitions<br/> Communications&gt;Public Meetings</p> |
|--|---|--|

## **Monitoring Implementation of the Plan**

Progress against plan targets will be monitored by a Gaelic Language Plan Monitoring Group and a yearly monitoring report will be produced. This group will also be responsible for reviewing, updating and resubmitting the plan within five years.

The group will consist of representatives of Facilities Management, Media Relations Office, Gaelic Service, Education and Community Partnerships, Corporate Policy Unit, the Legal Directorate and other teams as appropriate. It will be chaired by the Head of Public Affairs.

The Gaelic Development Officer will be responsible for day to day monitoring of the plan and will produce quarterly reports for the Gaelic Language Plan Monitoring Group.

Annual monitoring reports will be submitted to Bòrd na Gàidhlig and will be posted on the Scottish Parliament website and intranet. The annual monitoring report will enable the SPCB to achieve the following objectives:

- Measure if the SPCB is complying with the Scheme;
- Measure uptake of Gaelic services;
- Measure the effectiveness of its Gaelic plan management procedures;
- Identify any key weaknesses with an action plan and timetable to remedy the situation;
- Identify appropriate measures for the next SPCB Gaelic plan.

Towards the end of the five year period covered by the Plan, the Gaelic Language Plan Monitoring Group will undertake a summative evaluation of the implementation of the Gaelic Language Plan which will inform production of the SPCB's second Gaelic Language plan. This will be presented to Bòrd na Gàidhlig, and will also be available on the Scottish Parliament website and intranet.

## **Authority Contacts**

The senior officer with responsibility for the preparation, delivery and monitoring of the SPCB Gaelic Language Plan is:

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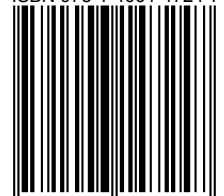
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