

**WELSH LANGUAGE SCHEME PREPARED UNDER THE
WELSH LANGUAGE ACT 1993**

**The Research Councils UK Welsh Language Act Scheme has received the
approval of the Welsh Language Commissioner on 3/07/2012**

RESEARCH COUNCILS UK WELSH LANGUAGE SCHEME

1. INTRODUCTION

1.1 Under the Welsh Language Act 1993 every public body providing services to the public in Wales has to prepare a scheme setting out how it will provide those services in Welsh.

1.2 This scheme sets out how all seven Research Councils will give effect to that principle when providing services to the public in Wales. In drawing up the measures set out in the Scheme, the Research Councils have taken account of what is appropriate in the circumstances and reasonably practicable. The Research Councils may, from time to time, submit revisions to the Scheme to the Welsh Language Commissioner, however no changes will be made without prior consultation and agreement with the Welsh Language Commissioner. 1.3 This scheme was prepared in accordance with guidelines issued by the Welsh Language Board under Section 9 of the Act and received the Welsh Language Commissioner's full approval 3/07/2012

1.4 The Welsh language scheme relates to the provision of services to the public in Wales.

2. BACKGROUND TO THE RESEARCH COUNCILS

2.1 The seven Research Councils are national organisations, classified as executive non-departmental bodies under the Science and Technology Act 1965. They are funded through the Department for Business, Innovation and Skills and invest in research and training in universities, their own institutes and a number of independent research organisations; in large research facilities; and in maximising the connections between the research they fund and businesses, government, charities and the public. They have headquarters in Swindon and London but operate a small number of facilities in Wales.

2.2 Research Councils UK (RCUK) is the strategic partnership of the UK's seven Research Councils. We invest annually around £3 billion in research. Our focus is on excellence with impact. We nurture the highest quality research, as judged by international peer review providing the UK with a competitive advantage. Global research requires we sustain a diversity of funding approaches, fostering international collaborations, and providing access to the best facilities and infrastructure, and locating skilled researchers in stimulating environments. Our research achieves

impact – the demonstrable contribution to society and the economy made by knowledge and skilled people. To deliver impact, researchers and businesses need to engage and collaborate with the public, business, government and charitable organisations.

2.3 The seven UK Research Councils are:

2.3.1 Arts & Humanities Research Council (AHRC) - Each year the AHRC provides approximately £100 million from the Government to support research and postgraduate study in the arts and humanities, from languages and law, archaeology and English literature to design and creative and performing arts. In any one year, the AHRC makes hundreds of research awards ranging from individual fellowships to major collaborative projects as well as over 1,100 studentship awards. Awards are made after a rigorous peer review process, to ensure that only applications of the highest quality are funded. The quality and range of research supported by this investment of public funds not only provides social and cultural benefits but also contributes to the economic success of the UK.
www.ahrc.ac.uk

2.3.2 Biotechnology & Biological Sciences Research Council
BBSRC invests in world-class bioscience research and training on behalf of the UK public. Our aim is to further scientific knowledge, to promote economic growth, wealth and job creation and to improve quality of life in the UK and beyond.

Funded by Government, and with an annual budget of around £445M, we support research and training in universities and strategically funded institutes. BBSRC research and the people we fund are helping society to meet major challenges, including food security, green energy and healthier, longer lives. Our investments underpin important UK economic sectors, such as farming, food, industrial biotechnology and pharmaceuticals.

For more information about BBSRC, our science and our impact see: <http://www.bbsrc.ac.uk>

For more information about BBSRC strategically funded institutes see: <http://www.bbsrc.ac.uk/institutes>

2.3.3 **Economic & Social Research Council (ESRC)** - The Economic and Social Research Council (ESRC) is the UK's largest organisation for funding research on economic and social issues. It supports independent, high quality research which has an impact on business, the public sector and the third sector. The ESRC's total budget for 2011/12 is £203 million. At any one time the ESRC supports over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.
www.esrcsocietytoday.ac.uk

The Economic and Social Research Council also provides funding, in partnership with the Welsh Government and HEFCW, to the Centre for Research on Bilingualism. Based at Bangor University, the Centre is looking at all areas of Bilingualism including bilingualism and language development, neuroscience, bilingual conversation, bilingual education and how minority languages are used in bilingual communities.

ESRC also funds the Centre for Business Relationships, Accountability, Sustainability and Society (BRASS) based at the university of Cardiff. Research at the centre focuses on business sustainability and corporate social responsibility, and particularly on the relationships between businesses and their key stakeholders (customers, suppliers, investors, workers, local communities and regulators). Their research partners include: Cardiff Council, Cardiff Centre for Ethics, Law and Society, Countryside Commission of Wales, South Wales Fire & Rescue, Wales Assembly Government.

As part of its Doctoral Training Centre model, ESRC also funds PhDs through the Wales Consortium made up of Cardiff University (lead), Aberystwyth University; Bangor University and Swansea University.

The ESRC co funds with the [Higher Education Funding Council for Wales \(HEFCW\)](#) the Wales Institute of Social and Economic Research, Data and Methods (WISERD). WISERD is undertaking an ambitious data integration, primary research and capacity building programme in Wales. Contributing disciplines include sociology, geography, social and public policy, law, economics, politics, education and social work.

The research activity and programme of capacity building of WISERD is distributed across the partner institutions and also involves the Welsh Government, Office for National Statistics (ONS) and other public organisations.

- 2.3.4 **Engineering & Physical Sciences Research Council (EPSRC)** - The Engineering and Physical Sciences Research Council (EPSRC) is the UK's main agency for funding research in engineering and physical sciences. EPSRC invests around £800M a year in research and postgraduate training, to help the nation handle the next generation of technological change. The areas covered range from information technology to structural engineering, and mathematics to materials science. This research forms the basis for future economic development in the UK and improvements for everyone's health, lifestyle and culture. EPSRC works alongside other Research Councils with responsibility for other areas of research. www.epsrc.ac.uk

EPSRC provides funding to the MATTER Industrial Doctorate Centre at Swansea University. MATTER (Manufacturing Advances Through Training Engineering Researchers) is an initiative specifically targeted at high technology advanced manufacturing. MATTER will focus on the themes of Aerospace, Automotive and Packaging and will concentrate on increasing the intellectual and added value of the products and processes through innovation, decreasing the commodity element of much of the UK sector. A key area of focus for MATTER will be improving processes to minimise waste and to improve quality within these industries.

- 2.3.5 For almost 100 years the **Medical Research Council** has improved the health of people in the UK and around the world by supporting the highest quality science. The MRC invests in world-class scientists. It has produced 29 Nobel Prize winners and sustains a flourishing environment for internationally recognised research. The MRC focuses on making an impact and provides the financial muscle and scientific expertise behind medical breakthroughs, including one of the first antibiotics penicillin, the structure of DNA and the lethal link between smoking and cancer. Today MRC funded scientists tackle research into the major health challenges of the 21st century. www.mrc.ac.uk

The Medical Research Council (MRC) Centre for Neuropsychiatric Genetics and Genomics at Cardiff University – the first MRC Centre in Wales - is aimed specifically at harnessing the genetics revolution for research in mental disorders. It is also supported by funding from the Welsh Government's Wales Office of Research and Development (WORD) and the university itself. The centre will

tackle mental illnesses like schizophrenia and bipolar disorder, degenerative brain diseases like Alzheimer's, Huntington's and Parkinson's, and developmental disorders like dyslexia and childhood depression.

- 2.3.6 **Natural Environment Research Council (NERC)** - Natural Environment Research Council (NERC) - NERC is the UK's main agency for funding and strategically directing research, training and knowledge exchange in the environmental sciences. It funds independent research and training in universities and its own research centres. Through integrated research in marine, polar, atmospheric, geological, terrestrial and freshwater science NERC is tackling important environmental and economic issues relating to climate change, environmental influences on human health, and the green economy. NERC delivers environmental knowledge, skills and partnerships with strong potential to support economic growth and societal wellbeing.

NERC also funds the Centre for Ecology and Hydrology (CEH) that has a research site in Bangor which, in partnership with Bangor University, forms the Environment Centre Wales (ECW). Much of the research carried out at CEH Bangor is on the impacts of air pollution, climate change and land use on ecosystem services.

- 2.3.7 **Science & Technology Facilities Council (STFC)** - The Science and Technology Facilities Council is keeping the UK at the forefront of international science and tackling some of the most significant challenges facing society such as meeting our future energy needs, monitoring and understanding climate change, and global security. The Council has a broad science portfolio and works with the academic and industrial communities to share its expertise in materials science, space and ground-based astronomy technologies, laser science, microelectronics, wafer scale manufacturing, particle and nuclear physics, alternative energy production, radio communications and radar. STFC operates or hosts world class experimental facilities including, in the UK, ISIS, the Central Laser Facility, LOFAR as well as being a major shareholder in the Diamond Light Source. www.stfc.ac.uk

2.4 Research Council Funding in Wales

The table below details the funding from Research Councils that is currently being invested in science and research as well as postgraduate training opportunities in Wales

Research Council	2009/10			2010/11		
	Research (£'000)	Post grad (£'000)	Total (£'000)	Research (£'000)	Post grad (£'000)	Total (£'000)
AHRC	2,317	1,633	3,950	1,906	822	2,728
BBSRC	9,500	1,170	10,670	10,044	1,250	11,294
ESRC	5,555	2,742	8,297	7,500	2,864	10,364
EPSRC	13,464	2,286	15,750	10,992	4,862	15,854
MRC	7090	1734	8824	7,890	1,755	9,645
NERC	5775	1457	7232	5795	1092	6887
STFC	5907	428	6335	2933	498	3431

Figure 1 – Investment by Research Councils in Wales

3. COVERAGE OF THE SCHEME

3.1 The Research Councils' Scheme applies to all Research Councils' and to their wholly owned institutes and facilities.

4. SERVICE PLANNING AND DELIVERY

4.1 New policies and initiatives

- 4.1.1 The Research Councils undertake to ensure that new activities are consistent with, and do not undermine, the Research Councils UK Welsh Language Scheme or the Welsh language services of other organisations, where relevant.
- 4.1.2 The measures contained in this Scheme will be applied to new policies and initiatives when they are implemented. The Research Councils undertake to consult the Welsh Language Commissioner in advance regarding new policies and initiatives which will affect its Welsh Language Scheme or which might affect the schemes of other organisations.
- 4.1.3 In devising new policies and initiatives the Research Councils will:
- assess the linguistic effect of any new policies and initiatives and ensure that they are consistent with the Welsh Language Scheme
 - ensure that, where appropriate, the measures contained in the Scheme are applied to new policies and initiatives when they are implemented
 - ensure that no new policy or initiative undermines the Welsh Language Scheme or the Language Scheme of other providers
 - consult with the Welsh Language Commissioner in advance regarding proposals that will affect the Scheme or the Scheme of any other public body. The Scheme will not be altered without the Board's agreement
 - ensure that those involved in formulating policy (in and outside Wales) will be aware of the Scheme and of the Research Councils' responsibilities under the Welsh Language Act 1993.
 - include the Welsh Language Scheme as part of the induction training for each new member of staff appointed who will be based in Wales or will have direct or indirect dealings with the public in Wales
 - publish the Scheme on the organisation's intranet and website
 - ensure that the policies move the Councils closer to implementing the principle of equality.

4.2 Delivery of services

4.2.1 The Research Councils will ensure that, where appropriate and reasonably practicable, their services in Wales are available in Welsh and will let the public in Wales know when they are available. The Research Councils believe that it is fair and reasonable for the public in Wales to expect to receive its services in Welsh or English according to the choice of the individual. Although currently unable to offer this choice at all times to the public, the Research Councils are, committed to putting in place arrangements which will eventually enable it to provide more services to the public in Welsh and English. The Research Councils will also, explore options to support Welsh-speakers in order to ensure that they are not prejudiced due to language.

4.3 Standards of quality

4.3.1 Services provided in Welsh and English will be of equal quality and will be provided within the same timescale. When assessing and measuring the standards and effectiveness of its services in Welsh, the Research Councils will employ the same “performance indicators” as those utilised with regard to its services in English.

4.3.2 This commitment will be stated publicly in the Research Councils’ Annual Reports and in other publications, as appropriate.

4.4 Awarding grants and loans

4.4.1 When the Research Councils award grants for activities that are specifically aimed at engaging with the public in Wales they will, include conditions that ensure that there is equality with regard to the use of Welsh and English. In doing this, the Research Councils will have regard to guidance and advice provided by the Welsh Language Commissioner

5. DEALING WITH THE WELSH SPEAKING PUBLIC

5.1 Written communication

5.1.1 The Research Councils welcome correspondence in Welsh or English.

5.1.2 Correspondence received in Welsh will receive a signed reply in Welsh.

5.1.3 Bilingual correspondence will receive a signed bilingual reply.

- 5.1.4 The Research Councils will send either a substantive reply, or a holding reply, within 15 working days whether the correspondence is in English or Welsh. For Freedom of Information requests we will respond within the statutory 20 working days.
- 5.1.5 All correspondence with a member of the public will be initiated in his / her preferred language, English or Welsh, if known.
- 5.1.6 All circular letters distributed to the public in Wales will be bilingual.
- 5.1.7 Arrangements will be made to translate correspondence as needed in order to respond to correspondence within the agreed time period and in the original language.
- 5.1.8 RCUK will send all materials which will need to be translated to a professional translator who has undertaken to comply with the agreed time period.
- 5.1.9 The above will also apply to electronic correspondence.

5.2 Grant submissions

- 5.2.1 Research Council applications are generally submitted through the Joint Electronic Submission (J-eS) system. Grant applications are processed by the RCUK Shared Service Centre with decisions on funding being made through the Councils peer review processes. Due to the specialist nature of these research grant applications, there is limited expertise nationally to be able to peer review them to ascertain their quality, and there is a shortage of Welsh / English bilingual expertise. Therefore, we are unable to accept research grant applications in Welsh however, on a case by case basis, we are willing to explore options on a case by case basis to support Welsh-speaking researchers in order to ensure that their applications are not prejudiced due to language.
- 5.2.2 When assessing grant applications, the Research Councils will ensure that the Welsh language will not be treated less favourably than the English language.
- 5.2.3 In the future, when upgrading the grant submission process and the electronic systems used as part of the process, RCUK will investigate methods to put in place processes and systems that will enable and facilitate bilingual applications.

5.3 Telephone communications

- 5.3.1 At present, the Research Councils do not have an administrative centre based in Wales and due to the fact that a limited number of current staff can speak Welsh, the organisation cannot deal with telephone calls in Welsh. However, when a

member of the public wishes to speak Welsh, the staff member will politely explain this situation and offer the individual the choice of submitting their enquiry in written form in Welsh in order that they can receive a written response in Welsh; of explaining the enquiry in full in English and receiving a written reply in Welsh or of continuing the call in English.

- 5.3.2 In Research Council operated research facilities based in Wales, telephone communication in either Welsh or English will be welcomed. Switchboard staff will answer the call bilingually. Where a call is taken by a bilingual individual, or if the call is transferred to that individual he/she should make it evident that he or she is bilingual. The ensuing conversation will be in the caller's preferred language. In a research facility which has bilingual members of staff but who are unavailable at a given time to take a Welsh call, an arrangement should be made for one of those members of staff to return the call, unless the caller is willing to discuss his/her business through the medium of English. In a research facility which does not at a given time have bilingual members of staff, the staff member answering the call will politely explain this situation and offer the individual the choice of submitting their enquiry in written form in Welsh in order that they can receive a written response in Welsh; of explaining the enquiry in full in English and receiving a written reply in Welsh or of continuing the call in English.
- 5.3.3 When we set up telephone help lines, or similar facilities to give information, services or support to the public in Wales, we will investigate the possibility of providing a Welsh language services. This will be advertised alongside the English language service. Both services will share the same telephone number and will be subject to the same quality standards.

5.4 Meetings with the public in Wales

- 5.4.1 When conducting meetings for the public in Wales, the Research Councils will welcome contributions in Welsh and English. When publicising the meeting, the related literature, such as invitations and advertisements, will state this and will be bilingual. Simultaneous translation will be available on request but attendees wanting to take advantage of it should let the Research Council running the event or meeting know in advance. The Research Councils will assess the need for simultaneous translation services based on the number of those requesting the services.
- 5.4.2 As per Appendix 1, the majority of literature and exhibition material will be translated into Welsh but, where associated documents are not, Research Councils will provide written translations where requested.
- 5.4.3 Where the Research Councils use televideo links for conducting meetings with members of the public in Wales, they will invite those attending who wish to speak in Welsh to notify the organiser of the event in advance so that interpreting facilities can be arranged.

5.4.4 When arranging a face to face meeting with the public in Wales and a language choice can not be offered, the situation will be politely explained and the attendee will be offered the option to either :

- to discuss the matter in English, or
- to send in their query in written form in Welsh in order that they can receive a written response in Welsh

6. OUR PUBLIC FACE IN WALES

6.1 Corporate identity

6.1.1 For the conduct of its business in Wales, The Research Councils will adopt a bilingual image and corporate identity. This will be reflected in the corporate name and standard factual information on stationery, for example documents that are produced bilingually or in Welsh and headed paper used for correspondence with the public in Wales.

Where documents are produced bilingually or in Welsh the name of the Research Councils will remain to ensure the individual Councils' brand identity but will have a descriptor in Welsh. (e.g.NERC – with a Welsh description – *Cyngor Ymchwil yr Amgylchedd Naturiol*).

6.2 Internet communication

6.2.1 RCUK will ensure that Welsh language material on Research Council websites is easily accessible. Research Council corporate websites will ensure that at least the following appear:

- An introduction to the organisation in Welsh
- The Research Councils' Welsh Language Scheme (in both English and Welsh)
- On publication pages it will indicate clearly which documents are available in Welsh
- A summary of the Research Councils' monitoring report on its Welsh language measures.

6.2.2 Over the life of the scheme we will look to develop the bilingual content on our websites in order to ensure that there are more resources available to the public in Wales in Welsh. This will include:

- Information on relevant research work currently conducted in Wales
- Relevant news within Wales from the Research Councils.
- Resources for schools
- An email address will be set up for members of the public in Wales to request resources in Wales.

6.3 Signage

6.3.1 The Research Councils' administrative centres are not located in Wales however we operate a small number of facilities in Wales. In the facilities based in Wales the Research Councils will ensure that all new and those replacing old information signs within the curtilage of the Research Councils' property will be in English and Welsh.

6.3.2 The Research Councils will ensure that both languages are treated equally in terms of size, quality, legibility and prominence.

6.3.3 Separate Welsh and English signs will, if issued, be equal in terms of size, quality, legibility and prominence.

6.4 Published material

6.4.1 The Research Councils are committed to providing published printed materials aimed at the public in Wales bilingually.

6.4.2 The Research Councils will not normally publish bilingually materials or reports intended for a UK-wide audience. However, all forms, questionnaires and similar materials associated with the Research Councils' core activities in Wales will be bilingual whether they are printed or available electronically. This will include:

- Policy and consultation documents which relate to issues which are of interest to the general public in Wales
- Pamphlets and leaflets aimed at the general public in Wales
- Forms and explanatory material aimed at the general public in Wales
- Circulars and standard letters aimed at the public in Wales

6.4.3 In determining which other documents might be published bilingually, the Research Councils will take into consideration factors such as the size and nature of the document and the target audience, how widely it will be distributed, the cost of translation, and the likely demand. Appendix 1 indicates which documents will be bilingual, issued in separate versions or English only.

6.4.4 Requests for translations of materials that have only been made available in English, due to their content not being aimed at the public, will be considered so that no one is disadvantaged due language.

6.4.5 Where we produce material bilingually, the Welsh and English versions will be published simultaneously and will be comparable. On occasions, both versions would be included in the same document where this was appropriate. Reasons for not including both versions in one document would be that it would be too lengthy or bulky or for practical or environmental considerations. Each version will note clearly that the material is available in the other language and be equally accessible.

6.4.6 If not available free of charge, the price of a bilingual document will not be greater than that of a single language publication - and the price of separate, Welsh and English versions will be the same.

6.4.7 The above will also apply to material made available electronically on our websites, on CD Rom or otherwise.

6.4.8 All staff involved with creating and designing publications will be provided with written guidance (e.g. the Board's *A Guide to Bilingual Design*) for dealing with bilingual publications.

6.4.9 All bilingual and separate Welsh version publications will be proofread by a competent translator in order to ensure consistency in the standard of Welsh.

6.5 *Forms and Associated Explanatory Material*

6.5.1 The Research Councils will ensure all forms and associated explanatory material aimed at the public in Wales will be issued in both English and Welsh in accordance with the guidelines detailed in **Published Material** - see above.

6.5.2 When Welsh and English versions are published separately (e.g. due to their voluminous nature), the Research Councils will again ensure that all publications they will comply with commitments above in the **Published Material** section. The Research Councils will ensure that both versions are equally accessible.

6.5.3 As already stated in 5.2, the electronic grants submission system, Je-S, is in English only. Therefore, we are unable to accept research grant applications in Welsh however, on a case by case basis, we are willing to explore options to support Welsh-speaking researchers in order to ensure that their applications are not prejudiced due to language.

6.6 *Press Notices*

6.6.1 Press releases to the media in Wales will be issued in Welsh and English. If a press notice needs to be issued to the media with an immediacy that prohibits translation, for example if there is short notice of a journal paper publication, the bilingual version will follow either on the same day or within 24 hours.

6.6.2 All press releases and notices will be issued in English to those media known to be monolingual English and in Welsh to those media known to be monolingual Welsh.

6.7 Publicity and advertising

6.7.1 Advertisements placed in newspapers distributed mainly or wholly in Wales will be bilingual; advertisements placed in Welsh language publications will be in Welsh only.

6.7.2 The Research Councils will conduct advertising and publicity activities in Wales bilingually in a manner that treats the two languages on a basis of equality. The following will be produced bilingually:

- All publicity materials aimed at the public in Wales
- Direct mailing including promotional material and surveys
- Media/press advertising
- Public Surveys
- Exhibition and information stands
- Poster advertising

6.8 Recruitment Advertising

6.8.1 Although the Research Councils do not currently have administrative centres in Wales, they do operate a small number of research facilities in Wales. Therefore, when preparing and publishing advertisement for staff recruitment in Wales, the Research Councils will adhere to the following arrangements:

- Advertisement for posts which fluency in Welsh is an *essential* qualification will appear in Welsh only in Welsh language publications and Welsh only in English publications circulating in Wales but supplemented with a short explanatory note in English
- Advertisements for posts which fluency in Welsh is a *desirable* qualification shall be published bilingually in English publications circulating in Wales, Welsh only in Welsh language publications and English in publications circulating throughout the UK
- Advertisements for posts where no linguistic requirement has been identified shall be published bilingually in publications circulating within Wales and English only in English language publications circulating throughout the UK

7 IMPLEMENTING THE SCHEME

7.1 Administrative arrangements

- 7.1.1 The measures in this scheme carry the full authority, support and approval of all of the Research Councils
- 7.1.2 Managers will have the responsibility for implementing those aspects of the scheme relevant to their work. The RCUK Head of Communications will coordinate the work required to deliver, monitor and review this scheme. This will, in the main, be done through the internal Communications Strategic Advisory Network which is comprised of the Heads of Communications from across all seven Research Councils and other appropriate representatives will be consulted where alternative expertise is required. The RCUK Head of Communications will report all progress to the RCUK Executive Group, which comprises all seven Research Councils' Chief Executives, as well as to the Research Councils' parent government department (the Department of Business, Innovation and Skills).
- 7.1.3 An action plan on how we will operate the scheme will be prepared and updated regularly. The action plan will come into effect on the date on which the scheme comes into effect. The plan will include targets, deadlines and a report on progress against each target.
- 7.1.4 The scheme will be publicised to our staff, and to the public in Wales. It will also be published on our websites.
- 7.1.5 All staff who have dealings with the public in Wales will be given instructions and guidance on the Scheme and advice on what is expected of them. This will include guidance to all assessors and panel members of public engagement grants, to ensure awareness of bilingual nature of Wales when assessing proposals of work / activities to be held in Wales.
- 7.1.6 RCUK will employ well qualified freelance translators and interpreters able to provide a high quality service in the Welsh language.

7.2 Staffing

- 7.2.1 At present the Research Councils do not have an administrative centre based in Wales and have a limited number of staff that have bilingual skills. In order to gauge how many staff have bilingual skills RCUK will conduct a linguistic survey as part of the implementation of the scheme. This will help us to gauge the skills already within the organisations and support those staff who may want to develop their skills further.

7.3 Recruitment

- 7.3.1 We are committed to a policy of equal opportunities for our employees and applicants for employment. When recruiting staff, the Research Councils welcomes Welsh speakers to join its workforce. Therefore, when preparing and publishing

advertisement for staff recruitment in Wales, the Research Councils will adhere to the following arrangements:

- Advertisement for posts which fluency in Welsh is an *essential* qualification will appear in Welsh only in Welsh language publications and Welsh only in English publications circulating in Wales but supplemented with a short explanatory note in English
- Advertisements for posts which fluency in Welsh is a *desirable* qualification shall be published bilingually in English publications circulating in Wales, Welsh only in Welsh language publications and English in publications circulating throughout the UK
- Advertisements for posts where no linguistic requirement has been identified shall be published bilingually in publications circulating within Wales and English only in English language publications circulating throughout the UK
- All related materials associated with the posts advertised, where Welsh language skills has been identified as an essential or desirable skills, will be available in both Welsh and English

7.4 Services delivered on behalf of RCUK by other parties to the public in Wales

7.4.1 RCUK undertakes to ensure that any agreements or arrangements made with third parties which relate to the provision of services to the public in Wales are consistent with the terms of this Scheme. This commitment includes services which are contracted out.

7.4.2 Where relevant, requirements concerning the Welsh language will form part of the tendering documents and subsequent contracts, agreements or arrangements that arise. Third parties will need to confirm that they have complied with the relevant measures within the Scheme.

8 PARTNERSHIP

8.1 The Research Councils works in partnership with other public bodies.

8.2 When the Research Council is the strategic and financial leader within a partnership it will ensure that when the public services provision is aimed at the public in Wales that the services is compliant with the Welsh Language Scheme

8.3 When the Research Council joins a partnership to provide services to the public in Wales, in which another body is leading, the Research Council's input into the partnership will comply with the Welsh Language Scheme.

9 MONITORING

9.1 The implementation and monitoring of the Scheme will be conducted through the RCUK Head of Communications and the Communications Strategic Advisory Network (as detailed above). The Research Councils will conform with the guidance details above in order to ensure it will facilitate the provision of a bilingual service to the public in Wales.

9.2 We will monitor our progress in delivering this scheme against the targets set out in its accompanying action plan. The monitoring will be the responsibility of the RCUK Head of Communications working with the RCUK Communications Strategic Advisory Network (as detailed above).

9.3 We will send annual monitoring reports to the Welsh Language Commissioner, outlining progress in delivering this scheme. The monitoring report will enable the Research Councils to answer the two following basic questions:

- Are the Research Councils complying with the Scheme?
- How well is it achieving this?

9.4 Monitoring of the scheme will be a structured and continuing activity and weaknesses are found the Research Councils will update and / or augment the action plan to remedy the situation.

9.5 In the third year of the scheme implementation, the Research Councils will prepare an evaluation report which will evaluate performance in implementing the scheme over the first three years. In order to review and update its Welsh Language Scheme, and thus receive approval for the second period of implementation, this report will:

- Provide an overview of performance and compliance with the scheme over the three years, both in terms of service delivery and scheme management.
- Outline the Research Councils' priorities for the following period with a revised timetable for the implementation of the measures in the Scheme

9.6 This scheme may be reviewed or amended at any time because of changes to our functions, or to the circumstances in which we undertake those functions, or for any other reason. No changes will be made to this scheme without the Welsh Language Commissioner's approval.

10 PUBLISHING THE SCHEME

10.1 RCUK will ensure that the public and partners in Wales are made aware of the existence of the Scheme and its contents.

10.2 The following methods of publicising the Scheme will be adopted:

- text in RCUK standard documentation will refer to the RCUK scheme
- guidance will be given to all relevant staff about the Scheme

- text will be prepared and located on the RCUK website

10.3 *Timetable for implementation of the measures*

10.3.1 This Scheme will formally take effect as soon as the scheme has received endorsement of the Welsh Language Commissioner. The action plan at the end of the scheme details when different services will become available.

11. COMPLAINTS AND SUGGESTIONS FOR IMPROVEMENT

11.1 Complaints related to this scheme, or suggestions for improvement, should be directed to the senior member of staff with responsibility for the Scheme, at the following address:

Alexandra Saxon
Head of Communications
Research Councils UK
Polaris House
North Star Avenue
Swindon
SN2 1ET
01793 444474
Or by e-mail to: alexandra.saxon@rcuk.ac.uk

11.2 We will co-operate with the Board in order to resolve any complaints – and during any investigations held under Section 17 of the Welsh Language Act.

12. ACTION PLAN

Paragraph in the Scheme	Commitment	Timescale	Responsibility
4.1.3, 7 and 10.2	Devise and implement an internal communications plan to ensure that all staff are aware and understand the implications of the Welsh Language Scheme	July 2012	RCUK Head of Comms
4.3.2	A statement on the Scheme's commitment will be included in Annual Reports and other publications	2012/13 reporting period	Individual Council teams
5.1	All Welsh medium correspondence to receive a Welsh signed reply within 15 working days.	Ongoing	Individual Council teams that deal with correspondence
5.3	All calls will be answered with a bilingual greeting at the Research Council operated facilities in Wales	Ongoing	Research Council facilities operated in Wales
5.4	All invitations to meetings held in Wales and accompanying publicity materials will include a statement welcoming contributions from Welsh speakers	July 2012	Individual Council teams
6.1	Ensure that information specified is available on each Council website	July 2012	Individual Councils, monitored by RCUK Head of Comms through CSAN
6.2	Further resources will be translated into Welsh and made available through the Research Council websites	Ongoing to December 2014	Individual Councils, monitored by RCUK Head of Comms through CSAN
6.2	An email address will be set up for teachers in Wales to request resources in Wales.	May/June 2012	
6.4	Publications aimed at the public in Wales issued bilingually. This is a continuous target with work commencing on translating documents once the scheme has been approved.	December 2015	Individual Councils, monitored by RCUK Head of Comms through CSAN

6.6	All press notices to the media in Wales will be bilingual	May / June 2012	Individual Council press offices
6.7	Advertisements placed in Welsh newspapers will be bilingual	May / June 2012	Appropriate teams within individual Councils
6.8	Recruitment adverts for posts in the facilities based in Wales will state the linguistic requirement for the post	May / June 2012	Research Council facilities operated in Wales
7.1.4 and 7.1.5	Develop guidance and instructions for staff on the implementation of the scheme (this will be done as part of the internal comms noted above)	May / June 2012	RCUK Head of Comms
7.1.6	Develop list of professional translators for use by all Councils	May 2012	RCUK Head of Comms
7.2	Conduct a linguistic survey with staff to identify potential Welsh speakers	Survey to be put in place in mid 2012	RCUK Head of Comms
9.2	Produce annual monitoring reports	January 2013 and 2014	RCUK Head of Comms
9.4	Produce evaluation of the three year scheme	January 2015	RCUK Head of Comms

Appendix 1: Guidance and Criteria on which Documents will be Bilingual or English Only

Category A: Items to be bilingual

- Brochures/leaflets/pamphlets for aimed at the public in Wales
- Literature publicising meetings/events
- Information signs/posters
- Circular and standard letters to the public in Wales
- Consultation documents specifically related to Welsh language issues
- Newsletters aimed at the public in Wales (web-based) – Wales section
- Questionnaires/surveys for the public in Wales

Category B: Items to be issued in separate language versions

- Website (refer to paragraph 6.2.2 in Welsh Language Scheme for specified content)
- Advertisements in Welsh press
- Press releases and notices aimed at the public in Wales
- Executive summaries of significant documents aimed at the public in Wales
- Consultation documents

Category C: Items to which the criteria overleaf will be applied to determine their status

- Committee papers
- Annual reports
- Reports
- Research Papers
- Strategies
- Training packs for use by the sector
- Careers material for use by the sector
- Other documents as published

Category D: Items which will normally be English only

- Accounts
- Conference handouts supplied by other bodies or individuals
- Contract documentation (except in specific situations)
- Historical/archive information
- Items distributed on behalf of other organisations
- Papers supplied by 3rd parties not under contract
- Working drafts

NOTE: It is unlikely that all types of documentation to be produced are captured in this list. Staff will use judgement in ensuring a suitable category on a comparative basis in order to assess whether items should be bilingual.

Criteria to assess the suitability and need of Category C documents for translation

Considerations and questions to be addressed	2 points	1 point	0 points
Number of printed copies (if electronic version only, number on distribution list/data bank or estimated hits)	Over 250	50 - 250	Less than 50
Length	Less than 2000 words. If less than 250 words – add 1 extra point.	2000 – 10, 000 words	More than 10,000 words
Degree of technicality i.e. would it be easily understood by a lay reader?	Yes	To some extent	No
Target audience	Members of the sector where there is a well-known and established demand for Welsh language material	Specific Research Council stakeholders or research users across all sectors	Specialists a particular sector or stakeholder where demand for the Welsh language is minimal
Purpose i.e. will the item need to be disseminated or discussed internally by other bodies; and/or is it designed to elicit a response?	Yes	Possibly	No
Will the document affect subsequent materials and/or be widely quoted?	Yes	To some extent	No
What is the demand/likely interest – based on objective assessment and/or past	High (interest very general or particular interest	Medium (specific groups only)	Low (specialist groups only)

experiences? Or what is the preponderance of Welsh speakers amongst those interested – based on previous experience?	for Welsh speakers)		
Longevity – how long will the document be operational?	Over 2 years	6 months – 2 years	Temporary (less than 6 months)
Status/profile	High – media item or lead document	Medium – some sector profile	Low – little sector profile
Nature of document – is there an obvious Welsh language angle?	Yes	Indirectly	No

Users of this matrix should mark the relevant points column for each consideration/question and then total the points columns. The overall sum of all 3 points columns will provide the priority rating for translation of the document. The scores should be rated as follows:

Score	Rating	Action to be taken
Over 13	C1	These documents should and will be bilingual
8-12	C2	These documents should be bilingual but whether they are or not will depend on the availability of translation resources at the time
Less than 7	C3	English only at present, but could be redesignated in the future

NOTE: It is assumed that this will provide a true reflection of the need for bilingual documents for the Research Councils in Wales. Staff will use careful judgement in the case of any exceptions to ensure that the correct action is taken. Advice will be sought from officers of the Welsh Language Commissioner if necessary.

