



The Scottish Parliament  
Pàrlamaid na h-Alba

Scottish Parliamentary Corporate Body

## Gaelic Language Plan

2023-2028

This plan has been prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and was approved by Bòrd na Gàidhlig on 07 November 2023





## Foreword

### Welcome – Fàilte

Gaelic is an integral part of Scotland's national identity, our cultural heritage and history.

This plan sets out for the next five years how the Scottish Parliament plans to build on, develop and promote the use of the language throughout its work. The Parliament passed the legislation which underpins this plan 18 years ago. The purpose was to ensure that Gaelic continues to be a part of everyday life in Scotland, not just for Gaelic speakers and learners but for others too.

I believe this plan gives Gaelic the prominence and respect that it deserves and shows the Scottish Parliament's commitment to its development.

Building on the work we have already done; this plan recognises views from people across Scotland about how they would like us to communicate and use Gaelic. I'm proud as Presiding Officer to reaffirm our commitment to Gaelic and look forward to seeing the work outlined in this plan will helping promote and continue the use of the language in communities all over Scotland.

Rt Hon Alison Johnstone MSP, Presiding Officer

## TABLE OF CONTENTS

Description of THE function OF THE SCOTTISH PARLIAMENTARY COPORATE BODY and location of ITS offices	4
THE Gaelic Language (Scotland) Act 2005 and the issuing of notice .....	4
APPROVAL OF the SPCB’s Gaelic Language Plan.....	5
Consultation on THE SPCB'S draft Gaelic Language Plan .....	5
SUMMARY OF GAELIC IN SCOTLAND .....	6
Gaelic within the SPCB’s area of operation .....	7
Internal Gaelic Capacity Audit.....	17
The Gaelic Language Plan in the corporate structure.....	18
Planning and policy implications for gaelic.....	21
Mainstreaming Gaelic .....	21
The National Gaelic Language Plan .....	22
Commitment to the PRIORITY AREAS of the National Gaelic Language Plan.....	23
Plan commitments .....	24
strategic priorities .....	24
Commitments.....	25
Implementation and monitoring.....	50
Timetable .....	50
Publicising the Plan .....	50
Resourcing the plan.....	51
Monitoring the Plan .....	51

## Introduction

### DESCRIPTION OF THE FUNCTION OF THE SCOTTISH PARLIAMENTARY CORPORATE BODY AND LOCATION OF ITS OFFICES

The Scottish Parliament is made up of 129 Members of the Scottish Parliament (MSPs). One of the 129 MSPs is elected by the others to serve as the Presiding Officer; another two MSPs are elected as Deputy Presiding Officers.

The Scottish Parliamentary Corporate Body (SPCB) is a statutory body provided for by the Scotland Act 1998 and consists of five members – the Presiding Officer, who chairs the Body, and four Members elected by the Parliament.

The Scottish Parliament elects the members of the Scottish Parliamentary Corporate Body, who are then accountable to the Scottish Parliament for providing the staff, accommodation and services required by the Parliament to carry out its work.

The SPCB employed 536 members of staff and had a net operating cost of £120.4M in 2021-22.<sup>1</sup> It is based in the Scottish Parliament building in Edinburgh. For more information, see the [SPCB pages on the Scottish Parliament website](#).

The legislative and other functions of the Scottish Parliament are distinct from the administrative functions of the SPCB. This Plan relates 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 (See 7.1), which are [available online](#). More detail of how services will be provided is set out in the [SPCB's Language Policy](#).

### THE GAELIC LANGUAGE (SCOTLAND) ACT 2005 AND THE ISSUING OF NOTICE

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require a public authority to prepare a Gaelic Language Plan. This provision was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising the status and profile of the language and creating practical opportunities for its use.

This document is the SPCB's Gaelic Language Plan, prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the

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<sup>1</sup> [Spcb-annual-report-and-accounts-2021-22.pdf \(parliament.scot\)](#)

operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic.

The SPCB's Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

## APPROVAL OF THE SPCB'S GAELIC LANGUAGE PLAN

The SPCB's Gaelic Language Plan was approved by Bòrd na Gàidhlig on 07 November 2023.

## CONSULTATION ON THE SPCB'S DRAFT GAELIC LANGUAGE PLAN

The 2005 Act requires public authorities to bring the preparation of their Gaelic Language Plans to the attention of all interested parties.

The public consultation was open from 20 February 2023 until 3 April 2023 and was carried out by means of an online questionnaire on [CitizenSpace](#).

Promotional methods included:

- Posters and leaflets
- A News Release
- The Scottish Parliament website
- Social media posts on the corporate Facebook, Twitter and Instagram accounts and on the Scottish Parliament Gaelic twitter, the Presiding Officer's Twitter account and other Scottish Parliament satellite accounts.
- A podcast
- The Scottish Parliament e-newsletter and BSL newsletters
- Internal communications via Corporate Bulletin
- An email to national and local Gaelic groups.

Altogether 124 responses we received, which represents a high level of response for a statutory Gaelic Language Plan. A full report on the consultation and changes made as a result of this can be found as Appendix A.

## SUMMARY OF GAELIC IN SCOTLAND

The SPCB recognises that Gaelic is an integral part of Scotland's heritage, national identity and cultural life. The SPCB is committed to the objectives set out in the National Gaelic Language Plan and has put in place the necessary structures and initiatives to ensure that Gaelic has a sustainable future in Scotland.

The SPCB recognises that the position of Gaelic is extremely fragile and if Gaelic is to be sustainable and vibrant, increasingly used and respected in Scotland, a concerted effort on the part of government, the public and private sectors, community organisations and individual speakers is required to:

- enhance the status of Gaelic
- promote the acquisition and learning of Gaelic
- encourage the increased use of Gaelic.

## Gaelic within the SPCB's Area of Operation

The SPCB's area of operation is all of Scotland. It therefore follows that all Scotland's Gaelic speakers and Gaelic communities, both geographical communities and communities of interest, are within the area in which the SPCB operates.

In this section, we use data from the 2011 census as the most current available and will review once 2021 census data becomes available.

The total number of people recorded as being able to speak and/or read and/or write and/or understand Gaelic in the 2011 Census was 87,056 (1.7% of the Scottish population). Of these, the total number of people who could speak Gaelic was 57,602 (1.1% 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 read and write Gaelic increased between 2001 and 2011, reflecting a growth in Gaelic literacy and growing numbers of Gaelic learners. The number of people under the age of 25 able to speak Gaelic also increased between 2001 and 2011.<sup>2</sup>

<b>Census 2011</b>		<b>Scotland</b>
<b>With any Gaelic skill (age 3+)</b>	<b>87,056</b>	<b>1.7% of Scotland's population</b>
people who can speak Gaelic	57,602	1.1% of Scotland's population
		66.2% of those with a Gaelic skill
speakers who can read Gaelic	38,636	67.1% of those who can speak Gaelic
Gaelic-literate speakers	32,418	56.3% of those who can speak Gaelic

Source: NRS table 234 2011

Gaelic speakers are spread throughout Scotland. Of the Gaelic speakers identified in the 2011 Census, just over half lived in the Highland counties (the Highland Council, Argyll and Bute Council and Comhairle nan Eilean Siar areas) and just under half in the Lowland counties. In addition to the Gaelic speakers living in traditional Gaelic communities, 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. The distribution of Gaelic speakers nationally

<sup>2</sup> [http://www.scotlandscensus.gov.uk/documents/analytical\\_reports/Report\\_part\\_1.pdf](http://www.scotlandscensus.gov.uk/documents/analytical_reports/Report_part_1.pdf)



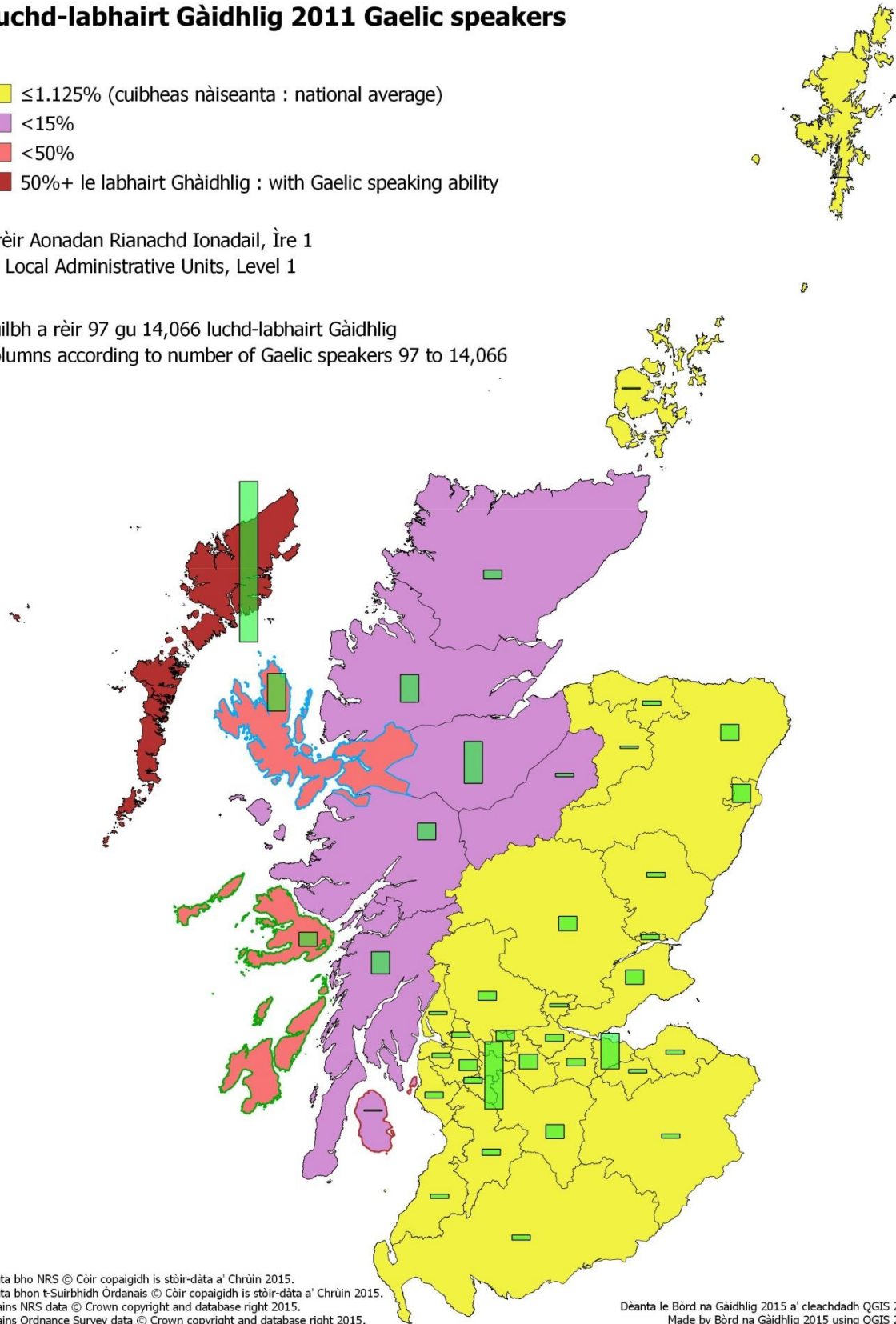
can be seen in the following map, provided by Bòrd na Gàidhlig, which shows both the percentages and the overall numbers of speakers in different areas.

### Luchd-labhairt Gàidhlig 2011 Gaelic speakers

- ≤1.125% (cuibheas nàiseanta : national average)
- <15%
- <50%
- 50%+ le labhairt Ghàidhlig : with Gaelic speaking ability

a rèir Aonadan Rianachd Ionadail, Ìre 1  
by Local Administrative Units, Level 1

Cuilbh a rèir 97 gu 14,066 luchd-labhairt Gàidhlig  
Columns according to number of Gaelic speakers 97 to 14,066



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Dèanta le Bòrd na Gàidhlig 2015 a' cleachdadh QGIS 2.  
Made by Bòrd na Gàidhlig 2015 using QGIS 2.

There is no authoritative figure as to the number of non-fluent adult learners, however, there is currently a great deal of interest in Gaelic learning as demonstrated by levels of interest in the multimedia SpeakGaelic course and the Duolingo Scottish Gaelic. To date, some 1.5m people have downloaded Scottish Gaelic Duolingo with 451k active learners being reported.<sup>3</sup>

Additionally, the 2021 Scottish Social Attitudes Survey has shown an increase in the number of people knowing any Gaelic at all. Between 2012 and 2021, the proportion of those able to speak at least the odd word of Gaelic in this large, representative survey has increased twofold from 15% to 30%.<sup>4</sup>

There are substantial numbers of children in Gaelic education, both Gaelic-medium education (GME) and Gaelic learner education (GLE) throughout Scotland. The full figures for GME and GLE are shown below.

The following map overleaf, provided by Bòrd na Gàidhlig, shows the distribution of GME nurseries, units and schools throughout Scotland. As can be seen, GME provision is not confined to the Highlands but is available at various levels in cities and towns in central and eastern Scotland. GME is currently delivered by 15 local authorities.

Given this backdrop, 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.

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<sup>3</sup> [The world's best way to learn Scottish Gaelic - Duolingo](#), accessed 12/12/2022

<sup>4</sup> <https://www.gaidhlig.scot/en/news/SSAS/>

**Gaelic-medium Education****Scotland**

Early Years		Early Learning Centres
2021-22	55	Early Learning Centres
Primary	60	primaries
2021-22	3,856	pupils
	284	Teachers FTE
Secondary	32	secondaries
2021-22	1,616	pupils
	173	teachers

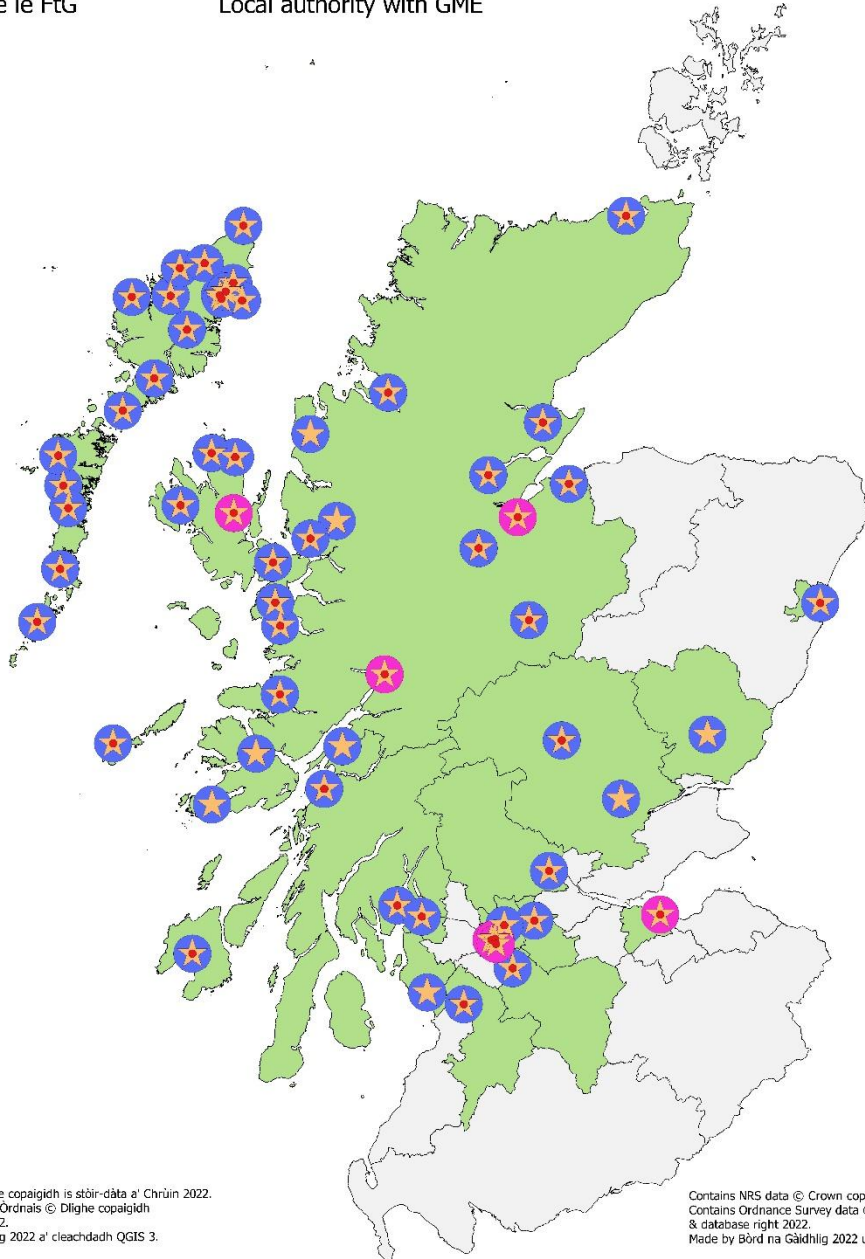
Source: Bòrd na Gàidhlig, [Dàta Foghlaim Ghàidhlig 2021-22](#)

# Foghlam tron Ghàidhlig 2021-22 Gaelic Medium Education

às aonais bhun-sgoiltean leis <5 sgoilearean Gàidhlig  
 excluding primary schools with <5 Gaelic pupils



- Bun-sgoil Ghàidhlig      GME primary school
- Bun-sgoil le sruth FtG      Primary school with GME stream
- Le ionad àraich FtG na cois      With associated GME early learning centre
- ★ Le FtG àrd-sgoile na cois      With associated GME secondary
  
- Comhairle le FtG      Local authority with GME



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**Gaelic Learner Education****Scotland**




Primary	6	council areas
2021-22	84	primaries
	3,949	pupils
Secondary	6	council areas
2021-22	22	secondaries
	2,766	pupils

Source: [Bòrd na Gàidhlig, Dàta Foghlaim Ghàidhlig 2021-22](#)

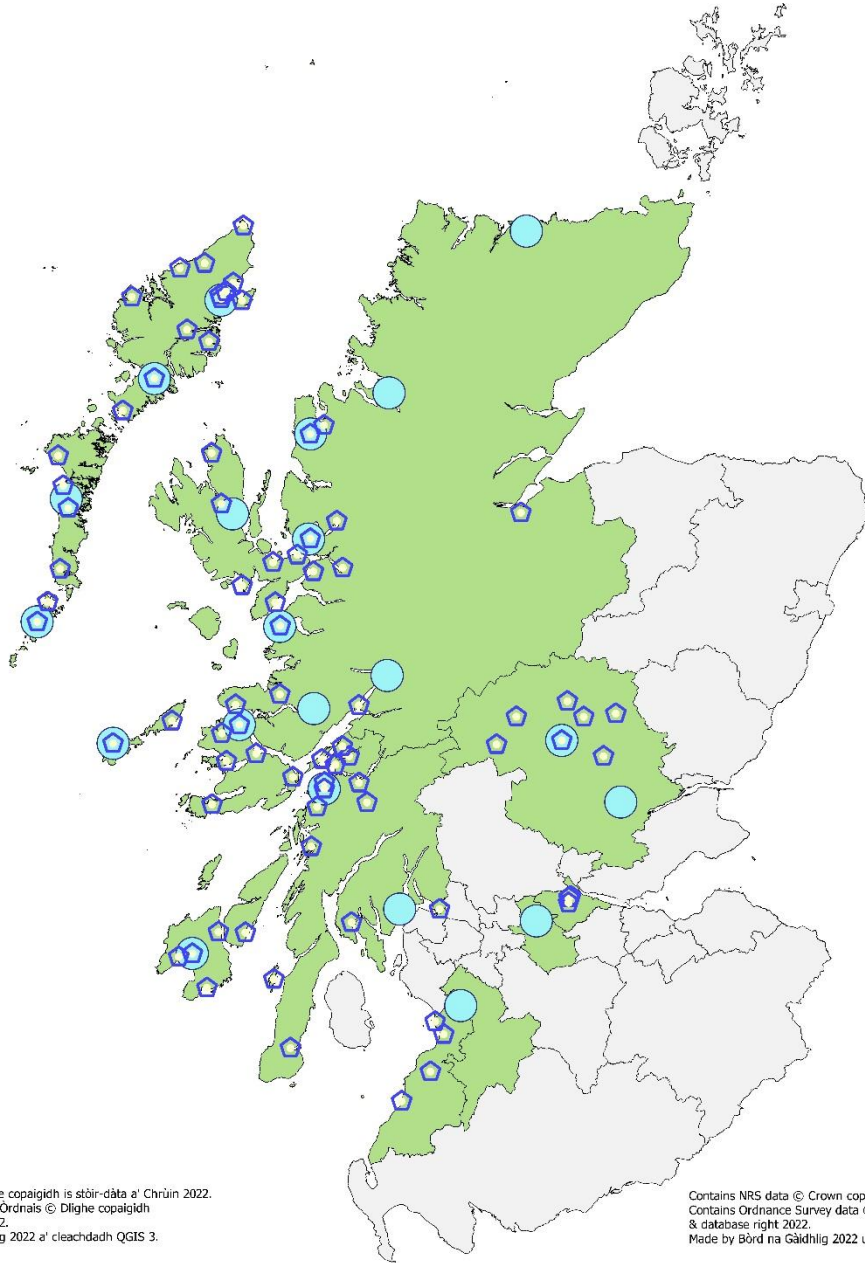
# Foghlam Luchd-ionnsachaidh 2021–2022 Gaelic Learner Education

às aonais sgoiltean leis <5 sgoilearean Gàidhlig  
 excluding schools with <5 Gaelic pupils



-  Bun-sgoil le Gàidhlig mar L2\* Primary with Gaelic as L2\*
-  Àrd-sgoil le FLi Secondary with GLE
-  Comhairle le FLi Local authority with GLE

\* "Gaelic taught as learner"



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## **Gaelic organisations, Gaelic community groups and Gaelic for Adults opportunities**

As the SPCB's area of operation is all of Scotland, all of Scotland's Gaelic organisations, community groups and Gaelic for Adults opportunities are within the area in which we operate. These include the Gaelic development agencies [Bòrd na Gàidhlig](#) and [Comunn na Gàidhlig](#) and broadcasters [MG Alba](#). Groups with a focus on Gaelic culture include [an Comunn Gàidhealach](#), organisers of the [Royal National Mòd](#), [Fèisean nan Gàidheal](#) which supports the development of community-based Gaelic arts tuition festivals and [Ceòlas](#) which promotes Gaelic language and culture in Uist.

Gaelic community groups include [Comann nam Pàrant](#), which represents the interests of parents whose children are educated through the medium of Gaelic, local branches of an Comunn Gàidhealach and local Gaelic groups such as Gaelic in the Borders.

A variety of Gaelic for Adults opportunities are available and details of these are available in the [LearnGaelic.Scot](#) website. Learning opportunities are offered by various providers such as [Sabhal Mòr Ostaig](#) in Skye, and [UHI Outer Hebrides](#), the universities of [Aberdeen](#), [Edinburgh](#) and [Glasgow](#) and various local authorities and community groups. Learning app [Duolingo](#) is available in Scottish Gaelic and [SpeakGaelic](#) is a new multimedia course produced in partnership between the BBC, Bòrd na Gàidhlig, MG ALBA and the Scottish Government.

The SPCB works with a range of Gaelic agencies, community groups and Gaelic for Adults providers.

### **Attitudes to Gaelic**

There is an interest in Gaelic among many non-Gaelic speakers. The Scottish Social Attitudes recently explored explores public attitudes towards Gaelic in Scotland.<sup>5</sup> The study carried out in 2021 found for example that of the representative sample of 1,365 people aged 18 and over across Scotland, 79% of respondents agreed that Gaelic is important to Scotland's cultural heritage and 88% believed it is important to the cultural heritage of the Highlands and Islands.

It also reports that there has been a shift towards more positive attitudes regarding the language in a range of areas, including views on Gaelic education, the importance of Gaelic to one's own cultural heritage, public spending on Gaelic, and the future of Gaelic.

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<sup>5</sup> <https://www.gaidhlig.scot/en/news/SSAS/>



The study also found that being younger (those aged 18-29), having greater knowledge of and greater exposure to Gaelic are all associated with more supportive attitudes towards Gaelic across the range of topic areas presented above.

This follows an earlier study in 2011 by TNS-BMRB for the Scottish Government's Culture, External Affairs and Tourism Analytical Unit, in conjunction with Bòrd na Gàidhlig.<sup>6</sup> The study found that, although 87% of those interviewed (1,009 in total) had no knowledge of Gaelic, 81% agreed that "it is important that Scotland does not lose its Gaelic traditions", 62% that "Gaelic should be supported and encouraged throughout Scotland" and 65% that "more should be done to encourage and promote Gaelic in Scotland".

### **History of Gaelic**

Although we often think of Gaelic as a language associated with the Highlands and Islands, it was once widely spoken as an indigenous language throughout virtually all of what is now Scotland, other than Orkney and Shetland, and was the majority language of Scotland into the late medieval period. This is evidenced in place names, for example, as can be seen in the following map. In the late medieval period, a Highland/Lowland split came about, with Gaelic then being consolidated as the language of the Highlands, and retreating in the Lowlands. In the Lowlands, Gaelic survived longest in the south west.

Gaelic retained its status as the principal language of the Highlands until the 19<sup>th</sup> and 20<sup>th</sup> centuries. In 1500 about half Scotland's population were Gaelic speakers, and in 1650 around one third. By the 19<sup>th</sup> century, due to migration from the Highlands, Gaelic became widely heard in the towns and cities of the Scottish Lowlands.

Efforts to sustain and develop Gaelic have been taking place since the late 1870s but gained momentum particularly from the 1980s onwards with the foundation of Gaelic-medium education, the establishment of Gaelic television and the passing of the Gaelic Language (Scotland) Act in 2005.

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<sup>6</sup> <http://www.gaidhlig.scot/wp-content/uploads/2016/12/West-Graham-2011-Beachd-a-phobail-CR11-01-Public-attitudes.pdf>



# Alba

Taghadh de dh'ainmean-àite bhon Ghàidhlig

Airson tuilleadh air na h-ainmean seo, feuch an stòr-dàta air [www.ainmean-aite.org](http://www.ainmean-aite.org).

# Scotland

A selection of Gaelic-derived place-names

For more on these names, consult the database on [www.gaelicplacenames.org](http://www.gaelicplacenames.org).



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Rannsachadh le Ainmean-Àite na h-Alba & Bòrd na Gàidhlig.  
Mapa le Bòrd na Gàidhlig 2017 a' cleachdadh QGIS 2.  
Research by Ainmean-Àite na h-Alba & Bòrd na Gàidhlig.  
Map by Bòrd na Gàidhlig 2017 using QGIS 2.

### **Linguistic capacity of the authority**

This survey will be conducted within the first year of this plan, and a further one before the end.

### **Inventory of existing Gaelic materials and signage**

Existing Gaelic provision is contained in the [previous edition](#) of our Gaelic Language Plan and also within the commitments section of this edition of the Plan.

### **Assessment of the translation and interpretation capacity**

The SPCB has a dedicated contract for Gaelic translation and also has an internal translation and proofreading capacity through our post of Gaelic Development Officer. The SPCB also has access to Gaelic interpreting through our main contract for Translation, Interpreting and Transcription. The Scottish Parliament has hard-wired simultaneous translation equipment in the Chamber and in some of the committee rooms and also owns a set of simultaneous translation equipment which was purchased during the period of the first edition of our Gaelic Language Plan, with financial support from Bòrd na Gàidhlig.

### **Maintaining data on Gaelic capacity**

We will maintain data on our Gaelic capacity through surveys of our linguistic profile twice a session and through the statistics we produce for our annual reports to Bòrd na Gàidhlig on the implementation of our Gaelic Language Plan.

## THE GAELIC LANGUAGE PLAN IN THE CORPORATE STRUCTURE

This Plan is the policy of the SPCB.

### POSITION WITH OPERATIONAL RESPONSIBILITY OVER THE PLAN

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

Sally Coyne  
Head of Public Engagement Services Office (DG06)  
The Scottish Parliament  
Edinburgh  
EH99 1SP

0131 348 5393  
[Sally.Coyne@parliament.scot](mailto:Sally.Coyne@parliament.scot)

### POSITION WITH DAY-TO-DAY RESPONSIBILITY OVER THE PLAN

The officer with operational responsibility for the day-to-day operation of the SPCB's Gaelic Language Plan is the Gaelic Development Officer. Questions about the day-to-day operation of the Plan should be addressed to:

Alasdair MacCaluim / Mark McNeilly  
Gaelic Development Officer  
Public Engagement Services Office (DG06)  
The Scottish Parliament  
Edinburgh  
EH99 1SP

0131 348 5395  
[gaidhlig@parliament.scot](mailto:gaidhlig@parliament.scot)

## GROUP OVERSEEING DEVELOPMENT, IMPLEMENTATION AND MONITORING OF THE PLAN

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The plan is developed by SPCB staff and approved by the SPCB for submission to Bòrd na Gàidhlig.

It is monitored by SPCB staff with reports to the Leadership Team members every quarter.

Annual reporting to Bòrd na Gàidhlig by the Chief Executive takes place and is published on our website.

An organisational chart and further information about the corporate structure of the SPCB is available on the [Parliamentary staff offices](#) section of our website.

## INDIVIDUAL STAFF MEMBERS

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We will inform staff of their duties under the Plan through:

- general internal communications (including the Corporate Bulletin, Intranet)
- Gaelic Language Plan commitments captured in office plans, ensuring that they are taken forward by the relevant office heads and communicated to their teams
- providing and promoting Gaelic Awareness training, particularly through tailored sessions for individual teams
- the implementation of the measures in the Mainstreaming Gaelic section that follows.

## SERVICES DELIVERED BY THIRD PARTIES AND ARM'S-LENGTH ORGANISATIONS

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Various measures in this edition of the Gaelic Language Plan will ensure that those who deliver services/goods on behalf of the SPCB are, where relevant, aware of and will adhere to the commitments of the Plan:

- Offering Gaelic-related in house training to contractors alongside our own staff. This will help them understand the Parliament's expectations of their work with regard to Gaelic. This includes those who work alongside Gaelic on site (e.g., catering, crèche, cleaners, porters) and those who provide services such as design, marketing and IT system development.
- Working with our Procurement team to identify opportunities to build Gaelic requirements into contracts ahead of the tendering process. Specifically, consider design, marketing and web development.
- Working with our onsite contractors to ensure that their signage is in line with the SPCB's commitments to bilingual signage in public areas (café and creche).

## OFFICEHOLDERS

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The SPCB supports independent officeholders. An officeholder is a person who has been appointed to a public position.

There are currently 7 officeholders:

- [Commissioner for Ethical Standards in Public Life in Scotland](#)
- [Scottish Biometrics Commissioner](#)
- [Scottish Commissioner for Children and Young People](#)
- [Scottish Human Rights Commission](#)
- [Scottish Information Commissioner](#)
- [Scottish Public Services Ombudsman](#)
- [Standards Commission for Scotland](#)

Their terms and conditions of appointment and annual budget are set by the SPCB.

We are including the following commitment to support the Officeholders:

- Provide advice and assistance relating to Gaelic if requested by the Officeholders supported by the SPCB
- Offering our Gaelic Awareness training sessions and other Gaelic sessions to the Officeholders and their staff.

## PLANNING AND POLICY IMPLICATIONS FOR GAELIC

### MAINSTREAMING GAELIC

The SPCB is committed to the normalisation principle which aims to include Gaelic as an everyday part of Scottish life.

In the formation, renewal and monitoring of policies, the SPCB will consider the commitments made in this Gaelic Language Plan and ensure that the impacts on Gaelic will be in line with the National Gaelic Language Plan.

The SPCB normalises Gaelic in various ways as seen below and we will continue to normalise Gaelic:

- Publishing regular compliance reports to our Leadership Team and Bòrd na Gàidhlig
- Staff and MSP engagement and training activities
- Ensuring that current and future needs with regard to Gaelic are included in corporate workforce planning
- Including Gaelic Language Plan commitments in office plans
- Working with our Procurement team to identify opportunities to build Gaelic requirements into relevant contracts before the tendering process
- Building Gaelic into our public facing services and activities
- Including Gaelic in forms, policies and publications that we produce.

## THE NATIONAL GAELIC LANGUAGE PLAN

The central purpose of the National Plan for Gaelic is to encourage and enable more people to use Gaelic more often and in a wider range of situations. The key messages, aims, priorities and commitments contained in the Plan all contribute to achieving this increased use of Gaelic. Principal amongst these are the following:

- Gaelic belongs to the whole of Scotland
- Promoting a positive image of Gaelic
- Increasing the learning of Gaelic; and
- Increasing the use of Gaelic.

The priority areas are as follows:

<b>Increasing the use of Gaelic</b>	<b>Increasing the learning of Gaelic</b>	<b>Promoting a positive image of Gaelic</b>
<ul style="list-style-type: none"> <li>• Initiatives which promote the use of Gaelic in homes and communities</li> <li>• Initiatives which promote the use of Gaelic by young people</li> <li>• Gaelic in traditional and new media</li> <li>• Gaelic in the arts, publishing and creative industries</li> <li>• Gaelic Language</li> <li>• Gaelic in the workplace</li> <li>• Gaelic use in heritage, tourism, food and drink, environment and leisure</li> <li>• Initiatives which strengthen language richness, relevance and consistency</li> <li>• Initiatives promoting links with Gaelic abroad and with minority languages</li> </ul>	<ul style="list-style-type: none"> <li>• Gaelic in the family</li> <li>• Gaelic medium workforce recruitment, retention, training and supply</li> <li>• Resources and support for learning</li> <li>• Gaelic in Early Learning and Childcare (ELC)</li> <li>• Gaelic medium education (GME) in primary and secondary schools</li> <li>• Gaelic learner education (GLE) in primary and secondary schools</li> <li>• Gaelic in Higher and Further Education</li> <li>• Adult Gaelic learning</li> </ul>	<ul style="list-style-type: none"> <li>• Support for Gaelic from the Scottish Government, Parliament and wider political support</li> <li>• Gaelic Language Plans implemented by public authorities (local authorities and public bodies)</li> <li>• Promoting a positive image of Gaelic and raising awareness through: Gaelic media and other media Gaelic education at all levels, and Gaelic arts</li> <li>• Promoting the social, economic and cultural value of Gaelic</li> <li>• Positive messages about Gaelic, bilingualism, and about diversity and inclusion</li> </ul>

## COMMITMENT TO THE PRIORITY AREAS OF THE NATIONAL GAELIC LANGUAGE PLAN

The SPCB is committed to ensuring that the National Gaelic Language Plan is implemented.

### INCREASING THE USE OF GAELIC

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**Rationale:**

The SPCB recognises that the increased use of Gaelic strengthens the community of speakers and contributes to its confidence. This expands opportunities for Gaelic and Gaelic users, thus increasing awareness and the profile of the language. Our Plan outlines the steps we will take to encourage the increased use of Gaelic and to help create a supportive environment for increased use of Gaelic.

### INCREASING THE LEARNING OF GAELIC

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**Rationale:**

The SPCB recognises that Gaelic learning is of critical importance for the future of the language. Our Plan outlines the steps we will take to promote Gaelic within our education and other services and create a supportive environment for increasing Gaelic learning across Scotland.

### PROMOTING A POSITIVE VISION OF GAELIC

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**Rationale:**

The SPCB recognises that the promotion of a positive image of Gaelic is critical to strengthening the appeal and status of Gaelic in Scotland and abroad. This depends on users and nonusers alike. Our Plan outlines the steps we will take to make Gaelic visible and to promoting a positive image for Gaelic.



## PLAN COMMITMENTS

### STRATEGIC PRIORITIES

The SPCB has received the following draft priorities from Bòrd na Gàidhlig which we used in forming our plan commitments.

#### **Strategic Priorities: The Scottish Parliament Corporate Body**

Bòrd na Gàidhlig seeks to provide further support to public authorities who are preparing Gaelic language plans by working together to agree overall strategic priorities for the development of their respective plans to further growth of the use of Gaelic, the learning of Gaelic and to promote a positive image of the language.

Bòrd na Gàidhlig has set out draft strategic priorities to inform our plan and help meet the national priorities to grow the use and learning of Gaelic and to promote its positive image. These were discussed with the Bòrd on 5 October 2022 and the following final priorities were agreed.

<b>SPCB Plan Strategic Priorities</b>
Increasing the use of Gaelic by: <ul style="list-style-type: none"><li>• Increasing the knowledge and awareness of Members of the Scottish Parliament (MSP) of Gaelic and our commitments in this plan.</li><li>• Promoting the use of Gaelic and our Gaelic services to staff, MSPs, the public and our stakeholders.</li></ul>
Increasing the learning of Gaelic by: <ul style="list-style-type: none"><li>• Continuing our work to support schools in delivering democracy-based learning in Gaelic through the provision of sessions and resources available bilingually and in Gaelic.</li><li>•</li><li>• Continuing to promote our work in Gaelic to adult learners of the language and offering engagement opportunities as part of this.</li></ul>
Promoting a positive image of Gaelic by: <ul style="list-style-type: none"><li>• Including having Gaelic as an essential or desirable skill where relevant and appropriate.</li><li>• Helping staff and MSPs increase their Gaelic skills.</li></ul> <p>Continuing to focus on addressing diversity issues, seeking to increase representation of underrepresented groups in our public engagement and recruitment work.</p>

## COMMITMENTS

In its statutory Guidance on the Development of Gaelic Language Plans, Bòrd na Gàidhlig notes that creating the right environment for the use of Gaelic in public life is one of the key components of language regeneration.

The Bòrd has identified core areas of service delivery that it wishes public authorities to address when preparing Gaelic Language Plans, and specific functions or actions that can be taken in each area.

Area	Function
<b>Visibility</b>	Corporate identity
	Signage
<b>Staffing</b>	Advertising of posts
	Recruitment of Gaelic speakers
	Gaelic language learning
	Gaelic Awareness training
	Encouraging the use of Gaelic in the workplace and internal communication
	Telephone service
<b>Day-to-day Operations</b>	Written correspondence
	Forms
	Frontline services to the public
	Public meetings
<b>Communications</b>	Media and public relations
	Printed materials
	Website and social media
	Events and exhibitions
<b>Corpus</b>	Adhere to the Gaelic Orthographic Conventions
	Observation of correct place names
	Translating and interpreting service standards

In this section, our commitments are structured according to these headings and also under two additional headings, Mainstreaming and Supporting Parliamentary Business.

CP in the tables below signifies Current Practice.

Where we say below that we will continue to provide a service or that it is Current Practice, we will nonetheless continue to develop these services in line with our commitment to Continuous Development. Each quarter we review our achievements in our GLP delivery to support this approach and each year we remind all offices of our commitments and the year's achievements.

## VISIBILITY

### Rationale:

The presence of Gaelic in the corporate identity and signs in a public authority greatly enhances the visibility of the language, increases its status and makes an important statement about how Gaelic is valued and how it is given recognition. Developing the use of Gaelic through our public facing work such as signage, forms, webpages and publications can also enrich speakers' vocabulary, raise public awareness of the language and contribute to its development.

**The SPCB recognises the importance of extending the visibility of Gaelic and enhancing its status.**

No	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
Corporate logo									
1		Add further information to the brand guidelines on the use of Gaelic and other languages and include guidance on "equal respect" for Gaelic visually.			✓				PCO
1a		Build on visibility of existing signage in the building as a way to give more context and understanding of the language to learners and non-speakers. This might include QR codes, posters, web contact or leaflets that take people to more information.		✓					PCO FM PIL
C P	Visible and audible normalisation of Gaelic as a core element of the SPCB's identity and signage	The SPCB's logo is bilingual	✓						
C P		Any new logos or developments of existing logos will include Gaelic. Gaelic and English will be treated on a basis of equal respect.	✓						PCO
C P		Use of Gaelic is built into the Corporate Brand Guidelines	✓						PCO
Signage									

C P	Visible and audible normalisation of Gaelic as a core element of the SPCB's identity and signage	Bilingual permanent and temporary signs are provided at the Holyrood building: signage on the exterior of the building; signage in reception area, visitor information and public information signage; directional signage; and signage naming departments and offices along the public tour route inside the building; signage for lifts, toilets, public telephones, eating facilities. Signs are produced on the basis of equal respect, e.g., by using the same font size for Gaelic as for English.	✓							FM PCO
C P		Any lanyards issued with written text will be bilingual.	✓							VS
C P		Work with our on-site contractors to ensure their signage is in line with the Parliament's commitments to bilingual signage in the public areas. (Crèche and Café)	✓							FM

## STAFFING

### Rationale:

In order to deliver services through the medium of Gaelic, it is necessary to develop the requisite job skills and language skills of staff. The provision of language training for staff helps promote adult Gaelic learning and promotes Gaelic as a useful skill in the workplace. The identification of jobs in which Gaelic is a designated skill will contribute greatly to the status of the language and to identifying it as a positive skill to acquire. This is reflected in the inclusion of Gaelic in our workforce planning work.

The use of Gaelic in advertising also helps recognise that Gaelic should be used in public life and that Gaelic users have an important role to play within a public authority.

**The SPCB recognises the importance of seeing Gaelic as an important job skill and of identifying situations in which its use is essential or desirable. The SPCB also recognises the importance of enabling staff to develop their Gaelic skills if they wish to do so.**

N o.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
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Advertising of Posts							
C P	The SPCB recruitment policy ensures that there are sufficient Gaelic speakers in the organisation.	Bilingual strapline on the <a href="#">careers site</a> to explain that applications from Gaelic speakers are welcome	✓				P&C
Recruitment of Gaelic speakers							
2 C LP 3		Work with colleagues and external organisations to seek opportunities to participate in youth employment and training initiatives for Gaelic speakers and learners		✓			P&C PESO
3		Actively promote the available job opportunities to the Gaelic community via our Gaelic comms channels.		✓			PESO
4		Investigate the addition of question re Gaelic speaker (and other languages) into recruitment diversity monitoring forms. Purpose to gather data on whether we are attracting applications from Gaelic speakers.			✓		P&C PESO
C P		Continue to require Gaelic for Gaelic Development Officer post and for one Education Officer job	✓				PESO (P&C)
C P		Ensure that current and future staffing needs with regards to Gaelic are included in corporate workforce planning.	✓				P&C PESO
Gaelic language learning							
5	SPCB staff supported to learn Gaelic and given opportunities to use Gaelic	Develop internal strategy for supporting Gaelic learners, including establishing a conversation group, supporting Duolingo learners etc.  This will be promoted to staff as a valuable item for inclusion on PDPs given the growing use of		✓			PESO

	skills at work	Gaelic in Scotland and the benefits of being multilingual							
C P		Provide assistance to staff who wish to learn Gaelic and provide information about classes and courses.  Continue to offer available places to staff on <i>An Cùrsa Inntrigidh</i>	✓						PESO P&C
Gaelic Awareness training									
C P	SPCB staff supported to learn Gaelic and given opportunities to use Gaelic skills at work	Continue to offer and develop a range of Gaelic training opportunities to staff, MSPs and their staff. Based on our Gaelic 1,2,3 programme: Gaelic 1: Awareness, Gaelic 2: Speak a Little and Gaelic 3: Using your Gaelic in the Scottish Parliament.  Gaelic 1: Awareness to be mandatory for public facing staff and supported by bespoke focus on relevant, simple Gaelic greetings and responses to answer simple questions about Gaelic in the Scottish Parliament.	✓						PESO
6	skills at work	Grow our current practice to include the following:  <ul style="list-style-type: none"> <li>• Offer tailored Gaelic Awareness/basic Gaelic courses to teams based on their specific requirements. Could include mini-basic Gaelic/Gaelic Awareness sessions for team meetings.</li> <li>• Gaelic Awareness training to be offered to SPCB supported Officeholders and their staff</li> <li>• Spaces on our Gaelic Awareness training may be offered to staff from other public bodies.</li> <li>• Explore with MSPs what other resources might be appropriate, such as</li> </ul>	✓	✓	✓	✓	✓	✓	PESO CE PCO FM BIT All offices

		<p>bespoke short Gaelic sessions</p> <ul style="list-style-type: none"> <li>Continuing to offer in house training to contractors appointed to appropriate contract, so that they can understand the Parliament's expectations of their work with regards to Gaelic. This training should also be made available to relevant contract managers. Examples of suitable contracts would be Design, Marketing, IT System Development and Catering</li> <li>Continuing to offer Gaelic in house training sessions to on-site contractors who work alongside Gaelic (e.g., catering, crèche, cleaners, porters) and on-site Police Scotland staff before considering how we might open up out training to contractors more widely.</li> </ul>						
C P		Publicise resources available to support MSPs in using Gaelic (e.g., <i>Abair Beagan</i> and <i>Sgrìobh Beagan</i> ) via regular communications to MSPs.	✓					POs Office P&C PESO
C P		Offer advice to staff development education and engagement activities, specifically mainstreaming the approach within the Public Engagement Services teams.	✓					PESO
Identifying Gaelic speaking staff								
7	Public and colleagues aware of Gaelic speaking staff	<ul style="list-style-type: none"> <li>Ensure that Gaelic speaking members of staff are appropriately visible to visitors and colleagues.</li> </ul>		✓				PESO P&C

## DAY-TO-DAY OPERATIONS

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### Rationale:

The use of Gaelic at the initial point of contact that members of the public have with a public authority increases the visible and 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 creates opportunities for its practical use and encourages members of the public to use Gaelic in subsequent dealings with the public authority. Indeed, this is why the first entry point visual for visitors to the Scottish Parliament is bilingual in its welcome.

The same applies to interactions in Gaelic by mail, email and telephone. The presence of Gaelic in a wide range of bilingual forms and Gaelic-only forms can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic forms, applications and similar documents can also assist in expanding the range of Gaelic terminology and the awareness of the Gaelic-speaking public of such terminology, thus helping the development of the language itself.

**The SPCB recognises the importance of creating opportunities for the practical use of Gaelic in a wide range of everyday situations and is committed to increasing its level of provision in this area.**

No	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
<b>Telephone correspondence</b>									
C P	The SPCB welcomes	Callers may contact the Parliament by phone in Gaelic.	✓						PESO
C P	and encourages telephone communication in Gaelic	How to contact the parliament in Gaelic is publicised on public information publications.	✓						PIR
<b>Written correspondence</b>									
8	The SPCB welcomes and encourages written communication in Gaelic	Investigate and implement new ways to publicise that the Scottish Parliament welcomes correspondence in Gaelic (e.g., in correspondence, enquiries, newsletters, publications)		✓					PESO
9		All offices will be supported and encouraged to use bilingual sign offs for their team members featuring job titles, office titles and Parliamentary address.  Guidance on good practice for bilingual signs off will be produced.		✓					PESO All offices
10		Investigate ways of recording levels of bilingual Gaelic/English		✓					PESO



		<p>correspondence received to monitor uptake.</p> <p>This is a complex task given the large routes into the Parliament for correspondence which are not centralised routinely.</p>							
C P		<p>Written correspondence in Gaelic is welcomed and replies issued in Gaelic to standard deadlines (mail, email and text). This includes written evidence to committees, public petitions and FOI requests.</p>	✓						PESO Clerking Information management and governance team
C P		<p>SPCB email footers all include Gaelic</p>	✓						All offices
C P		<p>Bilingual business cards are available for SP staff and MSPs.</p>	✓						FM
<b>Forms</b>									
C P	<p>The SPCB welcomes and encourages the completion of forms in Gaelic</p>	<p>Some forms are available in Gaelic and all forms can be submitted in Gaelic e.g., complaints, job applications</p> <p>We will proactively seek opportunities for adding elements of Gaelic to English forms, including where new forms are developed.</p>	✓						All offices
<b>Frontline services to the public</b>									
11		<p>Gaelic and Gaelic related books are stocked in the Scottish Parliament shop in line with the Retail policy.</p>		✓					VS
12	<p>Learning about and interacting with the Scottish Parliament promoted in Gaelic</p>	<p>Develop sessions, resources and activities in Gaelic that support the Public Engagement Strategy and support adult learners. These will be supported by a communications plan to promote uptake.</p> <p>Continue to provide and develop sessions in Gaelic about participation in the Parliament.</p>				✓			VS

C P		A procedure is in place to welcome Gaelic speakers at reception	✓						PESO
C P	Learning about and interacting with the Scottish Parliament promoted in Gaelic	<p>After the retirement of our Gaelic education officer, we have found it very challenging to recruit a direct role replacement.</p> <p>During the life of this plan, we are committed to exploring how we can deliver our education services and resources in a way that is relevant to the school curriculum for both Gaelic medium education and Gaelic learners.</p> <p>This will include commissioning research from a Gaelic education specialist to help inform the shape of our future provision. The research will report by end of March 2024 and a proposed model will be developed during the academic year 2024-25.</p> <p>Meantime, we continue to offer educational resources in Gaelic and respond positively to any requests for Gaelic education sessions or tours on a case by case basis.</p>	✓						PESO
C P		A Gaelic language audio tour is available to visitors and tours or information sessions in Gaelic are available through prior arrangement.	✓						PESO
C P		Keep Gaelic education sessions for schools under review including monitoring uptake and feedback on sessions.	✓						PESO
C P		Gaelic is mentioned in scripts for Parliamentary tours.	✓						PESO

Public meetings								
C P	Enable the use of Gaelic at public meetings	<p>Gaelic simultaneous interpreting can be provided at meetings and events organised on behalf of the SPCB and held at Holyrood or in other locations.</p> <p>This will include allowing Cross Party Groups access to the hardware while remaining within the SPCB rules on support for CPGs with SPCB resource.</p>	✓					PESO
Participation in Gaelic community								
13	Gaelic events	<p>In order to develop networks, exchange good practice and continuously improve, the team will:</p> <ul style="list-style-type: none"> <li>Attend Gaelic conferences and events where appropriate to promote the Parliament</li> <li>Participate in Bòrd na Gàidhlig communications forum, G-mòr, Gaelic community officers' forum and other forums as appropriate</li> <li>Participate in Capital Gaelic the Edinburgh Gaelic initiative to promote our events/provision and create links with other providers of Gaelic services.</li> <li>Work closely with the Scottish Parliament BSL Development Officer to share good practice on language provision and consider joint projects</li> <li>Learn from good practice in other legislatures relating to language provision, e.g., Senedd</li> </ul>	✓	✓	✓	✓	✓	PESO

		Cymru, Northern Ireland Assembly.							
Officeholders									
13a	Support to Officeholders	Provide advice and assistance relating to Gaelic if requested by the Officeholders supported by the SPCB		✓					Officeholders PESO

## COMMUNICATIONS

### Rationale:

The use of Gaelic across communications media 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. The use of Gaelic in the media channels 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. As public authorities are seeing an increase in people accessing information through their websites, including Gaelic online significantly enhances the status and visibility of the language.

**The SPCB is committed to increasing the use of Gaelic in these areas where the subject matter is of most interest to the general public or relates specifically to Gaelic issues.**

No.	Outcome	Activity	Ongoi	1	2	3	4	5	Lead
Media and public relations									

14	Visible and audible normalisation of Gaelic as a core element in the SPCB's public relations	<p>Consult with the Gaelic communities as to the best way to convey news and information about the Parliament that best meets their need.</p> <p>Based on this consultation, we will produce new communications products for the Gaelic community containing news about areas such as parliamentary business, events and engagement. The exact content and format will be decided upon in consultation upon with the Gaelic community.</p> <p>This is likely to see us replace translation of all news releases with the aim of producing a more attractive and popular news and information product.</p> <p>We will also review the current online offerings – e.g., webpages, blog and social media, to ascertain the best content, formats and channels to reach the Gaelic Community.</p> <p>Channels will be kept under review to ensure that the provision is in line with our priorities and ensuring we are going where the community is based</p>		✓				PESO PCO SPICe
15		Produce and deliver a comms plan to promote awareness and uptake of Gaelic services including new communications products/resources		✓				PESO PCO
16		<p>Provide gist translation of Gaelic news stories relating to Parliamentary business to Committees and colleagues</p> <p>(This is rough translation or summary that allows the reader to understand the essence of the text. Fuller translations can be</p>		✓				PESO

		arranged subsequently if required)							
CP		A Gaelic spokesperson is available to the media for interviews in Gaelic	✓						PCO
CP		All marketing materials feature Gaelic through our corporate identity and Gaelic/bilingual versions of marketing materials are produced where appropriate. We always consider how the profile of Gaelic could be raised within the marketing work undertaken by the Parliament online and in print media.	✓						PCO
Printed and online materials									
17		Gaelic will be given a more prominent position on our exterior, for example it will be included on new digital signage and we will also improve the visibility of it on our other external signage.		✓					PCO
18		Where information products are available as separate Gaelic versions, we will clearly signpost that a Gaelic version is available and how it can be accessed.		✓					PCO PIL
19	Visual and audible normalisation of Gaelic and encouraging Gaelic-speakers to use Gaelic in engaging with the Scottish Parliament	We will consider any external or internal requests received to produce Gaelic translations of any documents or publications not available in Gaelic.		✓					PESO
20		We will develop guide to prioritise translation requests to determine which materials we translate (if not already translated as matter of course).		✓					PESO
CP		A wide range of print and online information and education resources including interactive resources are available in Gaelic, including some bilingual publications.  All our education resources are either available bilingually or can be made available on request. We will consider all of this further as we consider how we provide Gaelic education support.	✓						PESO

CP		Gaelic titles or summaries features in a range of official and other publications, such as the Standing Orders and MSPs' Code of Conduct	✓						Chamber Office Committee Office SPICe Official Report
CP		Produce Scottish Parliament annual report in a bilingual format replacing current separate Gaelic and English versions  The production of the Scottish Parliament's Annual Report is currently under review. Should the product / information continue to be produced in some form or other then this will be produced in Gaelic.	✓						PIL PCO
CP		Increase the number of graphic elements incorporating Gaelic e.g., charts, tables, infographics, photographic captions, process charts.	✓						SPICe PCO
CP		A range of publications are published with bilingual titles, summaries and/or forewords to raise the profile of Gaelic. We continue to consider further documents that might include bilingual titles/summaries/forewords.	✓						PCO Other offices as appropriate
CP		Gaelic features in the templates and official records of Parliamentary and SPCB business through bilingual titles or headings.  We continue to consider further documents templates/records that might include some Gaelic.	✓						All offices
Website, social media and broadcasting									
21		Produce online sound-files of key Gaelic parliamentary phrases for internal and external use including – signage that visitors might see, constituency/region names, team names, names of Gaelic organisations etc.			✓				PESO P&C (Intranet)
22		Produce FAQs about Gaelic, and Gaelic in the Parliament for internal and external use			✓				PESO PCO P&C (Intranet)

23		<p>The SPICe blog will publish Gaelic versions of some posts, prioritising matters which are of the greatest interest to the general public and those which are of particular interest or relevance to Gaelic speakers.</p> <p>We will use our guide to the prioritisation of Gaelic translation to aid this (commitment 20).</p>			✓				SPICe
CP	Increase visibility of Gaelic on the English and Gaelic web-pages and social media,	<p>There are a range of web pages in Gaelic on the Scottish Parliament website.</p> <p>We also have webpages in English about the Gaelic service. We will consult the Gaelic community about what communications products they would like to see, including on the Gaelic web pages, during the lifetime of this plan. See communications section above.</p>	✓						PCO PESO
CP	enable Gaelic speakers to learn about and interact with the Scottish Parliament in Gaelic.	<p>There is a <a href="#">Scottish Parliament Gaelic blog</a> and Gaelic twitter feed @ParlAlba and a <a href="#">Gaelic Word of the Week</a> feature on Soundcloud. Material in and about Gaelic also regularly appears on the corporate Twitter and other Scottish Parliament social media channels. We aim to grow these in line with corporate targets for social media.</p>	✓						PCO PESO
CP		<p>All videos produced currently use the bilingual corporate identity of the Parliament. The Broadcasting Office uses Gaelic in its production (banners, slides etc) where possible and continues to grow its experience and develop guidance around bilingual videos.</p>	✓						Broadcasting
Events and exhibitions									
24		<p>The Scottish Parliament will participate in Seachdain na Gàidhlig – World Gaelic Week every year.</p>			✓				PESO PCO



CP	Visible and audible normalisation of Gaelic in SPCB events and exhibitions	<p>The SPCB hosts Gaelic events and exhibitions including:</p> <ul style="list-style-type: none"> <li>• The SPCB hosts a Gaelic Language Day event every other year</li> <li>• The SPCB hosts the final of the Gaelic Schools Debate as a Member-sponsored event (together with a reception for the Cross Party Group on Gaelic)</li> <li>• Gaelic performers feature at major events such as the Opening Ceremony</li> <li>• Captions for artworks displayed in the Parliament are bilingual.</li> <li>• All exhibitions in the Main Hall of the Parliament will have a Gaelic element. Exhibitions arranged by the Scottish Parliament will be fully bilingual. For hosted exhibitions we will liaise with the exhibition organisers to encourage the use of Gaelic within.</li> <li>• Key messages of the Scottish Parliament's Main Hall (permanent) exhibition remaining bilingual with Gaelic also having a high-profile presence in the interactive elements.</li> <li>• We will identify ways to embed Gaelic into key Parliamentary engagement events including the Festival of Politics</li> <li>• All Parliament public engagement digital resources which are designed for use in the Main Hall and other public areas of the Parliament and also available online</li> </ul>	✓					PESO EET
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		containing English and Gaelic.							
Internal Communications									
25	Internal awareness of Gaelic provision and GLP	<p>Ensure Gaelic is a regular presence within the internal communications of the Parliament Staff Systems. Currently this includes the Corporate Bulletin, the Intranet and the Chief Executive's monthly report to the SPCB.</p> <p>Regular Gaelic spotlight features in the Corporate Bulletin and intranet to publicise Gaelic learning opportunities and Gaelic medium education in addition to Parliamentary Gaelic services.</p>		✓					P&C
26		Attend all SPCB office team meetings to do presentation on GLP and communications support and offer some basic Gaelic training within the life of this plan.		✓	✓	✓	✓	✓	PESO All offices
27		Staff induction includes awareness of Gaelic plan within its presentation		✓					PESO All offices
28		Promote Gaelic awareness internally through means such as: Gaelic Awareness stalls/pop-ups/sessions/newsletter content for internal audiences – e.g., food related for canteen, tailored sessions for staff networks – e.g., sustainability, LGBTQ+ terminology.				✓			PESO
29		In addition to raising Gaelic presence on intranet as per other commitments, we will create a Gaelic presence on the new Scottish Parliament intranet to increase internal awareness about Gaelic and the GLP.			✓				P&C PESO
CP		Raise awareness about availability of Gaelic ICT resources including Windows apps in Gaelic, use of Gaelic on keyboards and encourage uptake.	✓						PESO P&C BIT



## CORPUS

### Rationale:

The development of Gaelic in this sector is vital to the future of Gaelic in Scotland. Attention to this will allow Gaelic to develop new terminology and registers, leading to greater relevance and consistency. For these reasons, steps will be taken to ensure the continued development of the Gaelic language.

**The SPCB recognises the importance of developing the Gaelic language to ensure that it is fit for all appropriate purposes and for use in the growing range of contexts in which it features.**

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
<b>Adhere to the Gaelic Orthographic Conventions</b>									
CP	The SPCB will adhere to Gaelic Orthographic Conventions	The SPCB ensure that all our written Gaelic follows the newest Orthographic Conventions (GOC)	✓						PESO
<b>Observation of correct place names</b>									
CP	The SPCB will ensure that the correct forms of place-names are used	The SPCB uses place name forms recommended by <i>Ainmean-àite na h-Alba</i>	✓						PESO
CP		The SPCB participates in the work of <i>Ainmean-àite na h-Alba</i>	✓						PESO
30		We will commission <i>Ainmean-àite na h-Alba</i> to ensure that the correct Gaelic form of place names appears in Parliamentary publications/social media; those which are not yet in the Gaelic placenames database.	✓						PESO
<b>Translation service standards</b>									
CP	Maintain a high level of translation standards	The SPCB has a stand-alone contract for Gaelic translation to ensure quality	✓						PESO Procurement
CP		All translations are proofed in-house to	✓						PESO

		ensure quality and compliance with GOC.  We will review our investment in proofing to free up staff capacity for new commitments in this GLP whilst retaining quality.								
31		We will use a Computer Aided Translation tool (CAT tool) to ensure consistency of translation		✓						PESO
Translation and interpreting service standards										
32		Investigate how the Gaelic Content of the Official Report can be archived in appropriate Gaelic archives.			✓					PESO OR

## MAINSTREAMING

No	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
33		GLP3 said:  Project planning process will prompt question of role of Gaelic within project initiation state.  This is now updated to be included in 2023's work on the organisation's EQIA form being undertaken by the Public Engagement Group. EQIAs are used by all projects and more widely by the organisation for assessing policies. This is therefore an amended target and listed as new.		✓					PESO

34	Gaelic mainstreamed and normalised in the work of the SPCB	<p>In GLP 3 we said: Gaelic Working group to implement Gaelic Plan and ensure mainstreaming of Gaelic in the work of the Parliament. Over the duration of the plan, we will seek to transition the existing Gaelic Working Group into a formal diversity and inclusion network in order to embed Gaelic in our corporate thinking on equalities.</p> <p>We are reviewing how best to take this forward based on hybrid working and wider language context. We are investigating establishing a Languages Network including Gaelic, BSL and other languages. This is therefore an amended target and listed as new.</p>	✓						P&C PESO Reps from different offices
C P	Gaelic mainstreamed and normalised in the work of the SPCB	Produce quarterly compliance report on Gaelic Language Plan Implementation to Leadership Team members.	✓						PESO
C P		Review the delivery plan for the GLP on a six-month basis, ensuring our programme of works looks 12 months ahead at all times. This will enable services to be reviewed in light of experience and best capture our priorities on a rolling basis.	✓					PESO	
C P		Ensure Gaelic commitments under the Gaelic plan are included in Office Plans.	✓						Finance
C P		Work with our Procurement team to consider opportunities to build Gaelic requirements into relevant contracts as part of the tendering process.	✓						Procurement
C P		Offer information about Gaelic in Scottish Parliament as optional part of International Relations Office programme for visitors from countries/regions with a	✓						IRO

		regional or minority language (e.g., Nova Scotia, Republic of Ireland, Northern Ireland, Isle of Man, Wales, Basque Country, Catalonia etc)							
C P		Providing ongoing support to the Lobbying Register with using Gaelic in the register's work and its communication and promotion.	✓						Lobbying Register
C P		Provide ongoing support to the staff working on Scotland's Futures Forum ensuring they are able to effectively integrate Gaelic into their work programme and in their communications and promotional materials.	✓						Futures Forum

#### PARLIAMENTARY BUSINESS

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
<p><b>Note:</b> The <a href="#">Standing Orders of the Scottish Parliament</a> establish how languages can be used in the Debating chamber and committees. The <a href="#">SPCB's Language Policy</a> sets out the principles we are delivering to. This includes the following:</p> <ul style="list-style-type: none"> <li>• Practical support is provided to enable Members to use Gaelic for parliamentary business-related purposes</li> <li>• Committee reports or Bills can be published in Gaelic with the approval of the Head of Chamber and Reporting</li> <li>• Proposals for bills, motions, amendments and questions can be submitted with a Gaelic translation. The translation will be published with the English version</li> <li>• MSPs may use Gaelic in debates with prior approval of the Presiding Officer or in Committees with the Convener's approval</li> <li>• Committee witnesses may give oral evidence at a meeting in Gaelic with the prior approval of the Convener</li> <li>• Anyone invited to address the Parliament can do so in Gaelic with prior approval from the Presiding Officer</li> <li>• Where Gaelic is used in debates or committees, the Gaelic text appears in the Official Report ahead of the report of the English interpretation</li> <li>• The SPCB provides resources to support MSPs in carrying out their duties as Members. This includes translation and interpretation services paid for through their office Expenses, advice is available from SPCB staff.</li> </ul>									
35		<b>Simultaneous Interpreting:</b>		✓	✓	✓	✓	✓	Broadcasting

	Use of Gaelic encouraged in Parliamentary Business	<p>The Scottish Parliament has hardwired simultaneous interpreting equipment available in the Chamber and in two committee rooms to facilitate interpreting. The introduction of hybrid meetings has presented technical challenges with providing interpreting for meetings of this type. However, the Parliament is committed to ensuring that Gaelic interpreting is facilitated in Parliamentary business.</p> <p>During the time of this plan we will:</p> <ul style="list-style-type: none"> <li>• Ensure that Gaelic interpreting is compatible with members participating remotely in hybrid meetings.</li> <li>• Explore ways of making Gaelic interpreting available for hybrid committee meetings.</li> <li>• Investigate possibility of using remote interpreting for Parliamentary business.</li> <li>• Work with interpreters to support and encourage uptake of our work through induction, training and engagement. We will work with other organisations who employ suppliers and BnG to ensure we do this within best industry practice and to share learning.</li> <li>• We will look into what events and activities can best facilitate networking and engagement to secure the necessary expertise/resource as required in parliaments work</li> </ul>						PESO Broadcasting Official Report External bodies
CP		<b>Parliamentary Business:</b> Publicise ✓ procedures for using Gaelic in parliamentary business products (correspondence, translations of motions, questions, amendments; speaking Gaelic in chamber/ committee, translations of bills and committee reports) including						Committee Office Chamber Office PIL P&C Allowances



		accessing and paying for translations.							
36		Using the agreed guide under objective 20 to produce a guidance document to Committees and Members as to when they might consider Gaelic translation of Committee Reports (in full or part), or other Gaelic materials.			✓				PESO Committee Office
37		Members submitting proposals for Members' Bills may choose to publish documentation such as consultation papers or consultation analyses about their proposed bills in Gaelic in addition to English or to produce Gaelic summaries. NGBU make Members' aware of this and how they can arrange translation.		✓					Non-Government Bills Unit
38		Create a Gaelic translation for Members on style for questions and motions			✓				PESO Chamber Office
39		Gaelic versions of SPICE briefings will be produced for subjects related to Gaelic or likely to be of particular interest to Gaelic speakers. Materials for Debate for MSPs will be produced in Gaelic for Gaelic related debates.		✓					SPICE
40		The use of Gaelic is facilitated and encouraged on online engagement platforms (we currently use Your Priorities and Citizen Space)		✓					PACT
CP	Visible and audible normalisation of Gaelic as a core element in the	Publicise the support available to Members through the Members' Expenses scheme for Gaelic translation. Prepare advice for Members on sourcing translation.	✓						Allowances PESO
CP		Develop stock Gaelic phrases and any appropriate templates that include Gaelic for optional use on MSP surgery posters, adverts, newsletters, twitter cards and annual reports.							
CP		Time for Reflection is delivered in Gaelic at least once per session	✓						Chamber Office
CP		Record use of Gaelic in parliamentary business (chamber, committee, motions, questions).	✓						PESO

CP	SPCB's functions	Material for witnesses makes sure that committee witnesses are aware that they may give oral evidence in Gaelic (with prior agreement of convener). This is supported by information on how to support witnesses and process written evidence in the Clerking Manual.	✓						Committee Office
CP		We ensure that Gaelic is used where appropriate in informal committee engagement activities undertaken.	✓						PACT Committee Office PESO
CP		Some calls for evidence are published in Gaelic to encourage engagement with committees in Gaelic.  We will use prioritisation criteria produced for Gaelic translation to decide which are translated.	✓						PACT Committee Office PESO

**Key to offices:**

- BIT = Business Information Technology
- CE = Chief Executive's Office
- EET = Events & Exhibitions Team
- FM = Facilities Management
- IRO = International Relations Office
- PACT = Participation and Communities Team
- P&C = People and Culture
- PCO = Parliamentary Communications Office
- PESO = Public Engagement Services Office
- PO = Presiding Officer
- PIL = Public Information and Languages
- SPICe = Scottish Parliament Information Centre
- VS = Visitors' Services

## IMPLEMENTATION AND MONITORING

### TIMETABLE

This Gaelic Language Plan will formally remain in force for a period of five years from the date it was approved by Bòrd na Gàidhlig. By no later than the end of this period, we will review the Plan, make such amendments as necessary and submit it to the Bòrd for approval.

In the section, *Plan Commitments*, we have set out the individual target dates for when we expect to implement specific commitments.

### PUBLICISING THE PLAN

#### EXTERNAL

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The Scottish Parliamentary Corporate Body Gaelic Language Plan will be published bilingually on the Scottish Parliament website. A communications plan will be developed which will use a variety of techniques and approaches to raise awareness of the plan. This will include internal communications (such as promotion to MSPs and their staff) and external communications, including digital engagement and promotion. This is likely to include the use of:

- our website and our corporate and Gaelic social media accounts
- our eBulletin
- promotion to Gaelic organisations and other interested bodies
- providing printed copies of the Plan on request.

#### INFORMING OTHER ORGANISATIONS OF THE PLAN

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As well as the work outlined above, our comms plan will ensure we inform officeholders and relevant contractors of the existence of our Gaelic Language Plan via contract managers.

#### INTERNAL

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Our comms plan will cover internal comms as well and will publicise the publication and ongoing implementation of our Plan internally among MSPs and staff members at all levels through:

- Our intranet and Corporate Bulletin
- Gaelic Awareness training for staff and contractors
- Activities within the campus that are available and promoted internally

## RESOURCING THE PLAN

The activities within the Plan will be funded from existing SPCB budgets.

## MONITORING THE PLAN

Our plan is monitored for public reporting purposes quarterly to our Leadership Team, and annually to Bòrd na Gàidhlig.