

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
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0131 348 5393
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

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GROUP OVERSEEING DEVELOPMENT, IMPLEMENTATION AND MONITORING OF THE PLAN

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

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

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

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:

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

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

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

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

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.

SPCB Plan Strategic Priorities
Increasing the use of Gaelic by: <ul style="list-style-type: none">• Increasing the knowledge and awareness of Members of the Scottish Parliament (MSP) of Gaelic and our commitments in this plan.• Promoting the use of Gaelic and our Gaelic services to staff, MSPs, the public and our stakeholders.
Increasing the learning of Gaelic by: <ul style="list-style-type: none">• 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.•• Continuing to promote our work in Gaelic to adult learners of the language and offering engagement opportunities as part of this.
Promoting a positive image of Gaelic by: <ul style="list-style-type: none">• Including having Gaelic as an essential or desirable skill where relevant and appropriate.• Helping staff and MSPs increase their Gaelic skills. <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
Visibility	Corporate identity
	Signage
Staffing	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
Day-to-day Operations	Written correspondence
	Forms
	Frontline services to the public
	Public meetings
Communications	Media and public relations
	Printed materials
	Website and social media
	Events and exhibitions
Corpus	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	✓	✓	✓	✓	✓	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	The SPCB's logo is bilingual	✓						
C P	normalisation of Gaelic as a core element of the SPCB's identity and signage	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 careers site 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"> • 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. • Gaelic Awareness training to be offered to SPCB supported Officeholders and their staff • Spaces on our Gaelic Awareness training may be offered to staff from other public bodies. • Explore with MSPs what other resources might be appropriate, such as 	✓	✓	✓	✓	✓	✓	PESO CE PCO FM BIT All offices

		<p>bespoke short Gaelic sessions</p> <ul style="list-style-type: none"> 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 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. 						
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"> Ensure that Gaelic speaking members of staff are appropriately visible to visitors and colleagues. 		✓				PESO P&C

DAY-TO-DAY OPERATIONS

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
Telephone correspondence									
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
Written correspondence									
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
Forms									
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
Frontline services to the public									
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"> Attend Gaelic conferences and events where appropriate to promote the Parliament Participate in Bòrd na Gàidhlig communications forum, G-mòr, Gaelic community officers' forum and other forums as appropriate Participate in Capital Gaelic the Edinburgh Gaelic initiative to promote our events/provision and create links with other providers of Gaelic services. Work closely with the Scottish Parliament BSL Development Officer to share good practice on language provision and consider joint projects Learn from good practice in other legislatures relating to language provision, e.g., Senedd 	✓	✓	✓	✓	✓	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	Ongoing	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 Scottish Parliament Gaelic blog and Gaelic twitter feed @ParlAlba and a Gaelic Word of the Week 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"> • The SPCB hosts a Gaelic Language Day event every other year • 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) • Gaelic performers feature at major events such as the Opening Ceremony • Captions for artworks displayed in the Parliament are bilingual. • 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. • 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. • We will identify ways to embed Gaelic into key Parliamentary engagement events including the Festival of Politics • 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 	✓						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
Adhere to the Gaelic Orthographic Conventions									
CP	The SPCB will adhere to Gaelic Orthographic Conventions	The SPCB ensure that all our written Gaelic follows the newest Orthographic Conventions (GOC)	✓						PESO
Observation of correct place names									
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
Translation service standards									
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>Note: The Standing Orders of the Scottish Parliament establish how languages can be used in the Debating chamber and committees. The SPCB's Language Policy sets out the principles we are delivering to. This includes the following:</p> <ul style="list-style-type: none"> • Practical support is provided to enable Members to use Gaelic for parliamentary business-related purposes • Committee reports or Bills can be published in Gaelic with the approval of the Head of Chamber and Reporting • Proposals for bills, motions, amendments and questions can be submitted with a Gaelic translation. The translation will be published with the English version • MSPs may use Gaelic in debates with prior approval of the Presiding Officer or in Committees with the Convener's approval • Committee witnesses may give oral evidence at a meeting in Gaelic with the prior approval of the Convener • Anyone invited to address the Parliament can do so in Gaelic with prior approval from the Presiding Officer • Where Gaelic is used in debates or committees, the Gaelic text appears in the Official Report ahead of the report of the English interpretation • 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. 									
35		Simultaneous Interpreting:		✓	✓	✓	✓	✓	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"> • Ensure that Gaelic interpreting is compatible with members participating remotely in hybrid meetings. • Explore ways of making Gaelic interpreting available for hybrid committee meetings. • Investigate possibility of using remote interpreting for Parliamentary business. • 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. • 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 						PESO Broadcasting Official Report External bodies
CP		Parliamentary Business: 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

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

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

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.