

Welsh Language Standards – Meetings with students and the public.

Under the Welsh Language [Wales] Measure 2011 the University has a statutory duty to comply with **14** Standards in relation to meetings with the public and students. These Standards are in place to provide members of the public and students the right to choose whether to use Welsh or English language when dealing with the University in meetings.

NON Public Meetings

These can be meetings with only one person, or with several people present, but everybody present must have been invited.

1. Meetings with members of the PUBLIC or STUDENTS

The Standards differentiate between meetings with only one person and those where several people are present and they also consider the purpose of the meeting.

1.2. Meetings between the University and MORE THAN ONE invited persons

If you hold a meeting with more than one invited person you should consider:

- Are any of the invited individuals :
 - the object of a **complaint** or made the complaint
 - the subject of a **disciplinary** case
 - in receipt of student **support** (students only)

and if they are you should ask them whether they wish to use Welsh in the meeting, and inform them that a simultaneous translation facility will be available if necessary, if it is not possible to hold the meeting in Welsh.

If the translation service is necessary you will need to arrange translation from Welsh into English AND from English into Welsh. Two translators will be needed for this. Best practice is to try to find Welsh speakers so that the meeting can be held solely through the medium of Welsh

- If the meeting is **NOT about a complaint, disciplinary matters or the student support** of one or more of the invited individuals, you should ask them whether they wish to use Welsh in the meeting. If at least **10% of the invitees** inform you that they wish to use Welsh in the meeting, you should arrange for simultaneous translation to be available in the meeting, if it is not possible to hold the meeting solely through the medium Welsh.

- If simultaneous translation is necessary only translation from Welsh to English will need to be arranged.
- See the section on arranging simultaneous translation.

1.3 Meetings between the University and ONE invited person.

If you hold a meeting with one invited person you should:

- Ask whether they would like to use Welsh in the meeting, and inform them that you will, if necessary, provide a translation service from Welsh to English for that purpose.
- If someone has informed you that he/she wishes to use Welsh in the meeting you must arrange for simultaneous translation to be available if it is not possible to conduct the meeting in Welsh.
- If the individual who has informed you that they wish to use Welsh in a meeting where they are
 - the object of a **complaint** or made the complaint
 - the subject of a **disciplinary** case
 - in receipt of student **support** (students only)
 and that simultaneous translation is necessary – you will need to arrange translation from Welsh into English AND English into Welsh. Two translators will be needed for this. Best practice is to try to find Welsh speakers so that the meeting can be held solely through the medium of Welsh
- See the section on arranging simultaneous translation.

Public Meetings

This is relevant to meetings which are open to the public or to students within a particular cohort.

- Invitations and publicity material for public meetings should state that anyone attending is welcome to use the Welsh language at the meeting e.g. ***Croesawir cyfraniadau yn Gymraeg neu yn Saesneg. Contributions are welcomed in Welsh or English***
- If you invite someone to speak in a public meeting they should be asked whether they wish to use Welsh.
- Simultaneous translation services should be provided in all public meetings.

- At the start of the meeting you should state that anyone present is welcome to use Welsh and that a translation service is available.
- Any material that is displayed in a public meeting should be in Welsh and the Welsh language text should not be treated less favourably than the English language text.
- See the section on arranging simultaneous translation

Arranging and Facilitating Simultaneous Translation Services

How to arrange Simultaneous Translation

Contact the Centre for Welsh Language Services (wlcstaff@aber.ac.uk) at least 5 working days before the event with these details:

- Date and time of event
- Location of event
- Purpose of event
- An estimate of the number of attendees and how many will not be able to speak Welsh and so will need earphones.

What is Simultaneous Translation?

'Simultaneous translation' means translating from one language to another as someone is speaking, which is different to 'consecutive translation' where the translator gives a summary in the other language after the speaker has spoken a series of sentences. By using translation equipment, it is possible to translate simultaneously with the speaker, which means that the meeting does not become too long. In Wales, we usually translate from Welsh into English, because Welsh speakers *understand* English, which means that this is a service for non-Welsh speakers. The service ensures that Welsh speakers are able to speak the language of their choice and non-Welsh speakers are able to take part in the meeting with no difficulty.

In situations which an individual may find particularly stressful e.g. because they are the object of a complaint or are facing disciplinary proceedings, the practice is to offer translation from English into Welsh as well as from Welsh into English to ensure that the individual is given the best possible chance through the medium of his/her chosen language. However, in order to enable this, two translators must be used, and best practice is to try to arrange it so that only Welsh speakers will be present, if possible, so that the entire meeting can be held in Welsh without the need for translators.

Useful templates.

Here are some examples of possible wording in these situations.

Invitation letter to a meeting with an individual

Mae gennych hawl i ddefnyddio'r Gymraeg neu'r Saesneg yn y cyfarfod hwn. A wnewch chi roi gwybod i ni o flaenllaw, os gwelwch yn dda, pa iaith y byddwch yn defnyddio yn y cyfarfod hwn. Byddwn yn defnyddio gwasanaeth cyfieithu ar y pryd os bydd angen.

You may use Welsh or English in this meeting. Would you please let us know in advance which language you will be using in this meeting. The simultaneous translation service will be used if necessary.

Invitation letter to a meeting with more than one person

Mae gennych hawl i ddefnyddio'r Gymraeg neu'r Saesneg yn y cyfarfod hwn. A wnewch chi roi gwybod i ni o flaenllaw, os gwelwch yn dda, pa iaith y byddwch yn defnyddio yn y cyfarfod hwn. Os bydd 10% neu yn fwy ohonoch yn dymuno defnyddio'r Gymraeg, byddwn yn defnyddio gwasanaeth cyfieithu ar y pryd.

You may use Welsh or English in this meeting. Would you please let us know in advance which language you would like to use in this meeting. If 10% or more of you wish to use Welsh we will use the simultaneous translation service.

Publicity material for an open meeting e.g. poster, general invitation.

Sylwch bod croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod hwn a bydd cyfieithu ar y pryd ar gael.

Note that you are welcome to use Welsh in this meeting as simultaneous translation will be available.

Invitation to a guest speaker

Diolch am gytuno i siarad yn ein digwyddiad. Bydd croeso i chi siarad yn Gymraeg gan y bydd gwasanaeth cyfieithu ar y pryd ar gael ar y noson.

Thank you for agreeing to speak at our event. You will be welcome to speak in Welsh as simultaneous translation will be available on the night.

Invitation to public meetings

Bydd croeso i bawb sy'n bresennol yn y cyfarfod gyfrannu un ai yn Gymraeg neu yn Saesneg. Er mwyn ein helpu ni drefnu gwasanaeth cyfieithu ar y pryd os bydd angen, byddwn yn ddiolchgar petaech yn rhoi gwybod a fyddai'n well gennych ddefnyddio Cymraeg neu Saesneg yn y cyfarfod.

TICIWCH: Os byddaf yn siarad yn y cyfarfod, gwell gennyf gyfrannu:

Yn Gymraeg Yn Saesneg

Rhowch wybod os oes gennych unrhyw ofynion eraill e.e: system dolen sain, anghenion symudoledd

All those attending the meeting will be welcome to contribute in either Welsh or English. To assist us in providing a simultaneous translation service if necessary, I would be grateful if you would kindly inform me whether you would prefer to use Welsh or English at the meeting.

PLEASE TICK: If I speak at the meeting, I would prefer to contribute:

In Welsh *In English*

Please notify if you have any other requirements e.g.: audio loop system, mobility requirements

Announcement in a public meeting (to be given orally).

Cyn dechrau'r noson/digwyddiad hoffwn i atgoffa pawb bod croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod hwn gan fod cyfieithu ar y pryd ar gael.

I have just explained to the Welsh speakers present that they are welcome to speak in Welsh at this meeting as we have a simultaneous translator here tonight/today.

Before beginning this evening/event I would like to remind everybody that they are welcome to use Welsh in this meeting as there is a simultaneous translator here tonight/today.

