

Meetings and Committees

- All notices for public meetings shall be bilingual.
- In the case of public lectures organised by the university or by individual departments, the title of the lecture will appear in the language in which it is given, but all other information (e.g. date, time and location) should be in Welsh and English, with the Welsh appearing first and uppermost.
- The notices used to convene all internal meetings and committees shall be in Welsh and English.
- The notice, agenda and minutes of certain bodies within the institution noted in the Welsh Language Scheme shall be bilingual.
- All agenda of committees which report directly to Council and Senate shall be bilingual.
- Any committee or internal body shall have the right to express a desire to receive its minutes or any specific documents in a bilingual form.
- Members of all internal authorities, committees or faculties shall have the right to address a meeting in Welsh or English.
- Members of the public or staff who take part in a legal or disciplinary hearing have the right to use Welsh or English. They will be asked to notify their choice in advance in order to make appropriate translation arrangements, if needed.

Relevant sections of the Welsh Language Scheme: 4.3-4

- Examples of bilingual notices of meetings, agenda and minutes are given.
- Helpsheets which include translations of dates, titles of committees and meetings, buildings and rooms might also prove useful.
- Please contact the Centre for Welsh Language Services (ext. 2045) for further advice and the Translation Unit to arrange written or simultaneous translation.