

LANGUAGE SCHEME

WALES YOUNG FARMERS' CLUBS

Introduction

Wales YFC is a voluntary movement, of 5,500 members between the ages of 10 and 26 in 172 clubs throughout the country. Being a democratic Movement, all its administration and activities are based on this democratic process.

The 172 clubs form 12 county federations and each county federation is part of the Welsh Federation - one region amongst 7 regions of the Federation of Wales and England.

The county federation is responsible for its own administration within the national structure.

The Wales YFC Council is responsible for providing activities, developing and implementing policies, advising clubs and counties in Wales and operating as one of the contact points between the Council for Wales and England and the Welsh Clubs and Counties.

The 2004 Wales YFC database confirms that 56% of our membership speaks Welsh. This fact reinforces the necessity for the Movement to provide an equal service in both languages to the members.

The Scheme

This scheme sets a mission statement for the Movement on a Wales level, with guidelines on how the Movement will provide a bilingual service in Wales, stating both aims and a timetable for future developments.

Guidelines are also included, for discussion by counties, on how to implement a reasonable and practical scheme in their areas.

The Wales YFC constitution sets down as one of its aims:

‘The promotion of our activities through the medium of Welsh and english and to ensure that such activities improve the members’ understanding and knowledge of life in Rural Wales, Welsh culture and the Welsh Language’

It has therefore been recorded that the Movement intend to provide a service in both languages to our members in Wales.

The aim of this document is to expand on what already exists in the constitution to show how this is being implemented on a National level in Wales.

The document also notes what is practically possible to achieve in order to ensure that each country federation also provides a bilingual service, when required.

The Wales YFC Language Scheme

Mission Statement:

The Wales YFC Council is committed to ensuring that its members, volunteers and staff have equal right to services through the medium of Welsh in Wales as through the medium of English.

Wales YFC is committed to this because it provides a service to Welsh speakers and non-Welsh speakers, acknowledging that one's first language is important to all, be that language Welsh or English, because:

- Language is a medium of expression
- Language is an identity badge
- Language is a tool of power
- The Welsh language is part of the Welsh heritage, and safeguarding its future is an important part of the Movement's work

The Guidelines

This section notes how the Wales YFC (Council and Wales Office) operates, or intends to operate the scheme, to ensure that the mission statement set down is practically implemented

The guidelines are set down in 6 categories:

- 1 Public Image
- 2 The Movement's activities on a Wales level
- 3 Direct contact
- 4 Internal administration
- 5 Language schemes in the counties
- 6 Implementation

1 Public Image

Wales YFC will ensure that the Welsh and English languages are both treated equally, with the same respect and fairness. Wales YFC is already committed to ensuring this. Each leaflet and sign, and all other publicity material is bilingually produced.

- 1 The Movement is called *Mudiad Ffermwyr Ifanc Cymru* / Wales Young Farmers' Clubs.
- 2 CFFI / YFC will always be used as part of the Movement's logo.
- 3 Each letterhead, complimentary slip and business card will be bilingual, with the Welsh above or to the left of the English.
- 4 The Movement will use the most appropriate method of translating material, to guarantee a consistent high standard in both languages. This means that some of the translation work is done internally, with long or complex material being translated by professional translators.
- 5 The Movement will be committed to provide bilingual signs in the premises at Builtth - signs such as *Dim Ysmygu* / *No smoking*; *Tynnwch* / *Pull* on the doors and so forth.
- 6 All the Movement's activities advertised throughout the whole of Wales will be advertised bilingually - in papers and on posters, with the Welsh on top or to the left of the English.
- 7 In dealing with the media, press releases will be sent in both languages - Welsh versions to Welsh journalists and English to non-Welsh journalists. We will continue with this policy.
- 8 Confident Welsh speakers will be available to discuss matters with media representatives in Welsh, and confident English speakers will be available to discuss matters with the media in English.
- 9 Magazines and newsletters to the public will be provided in bilingual format. Leaflets will either be produced completely bilingually or a translated summary will appear under an article - e.g. if the article is written in English, a summary of Welsh will be provided. If the article is written in Welsh, an English summary will appear under it.
- 10 Each publication will be issued bilingually, or in both languages, including the annual report and reports on the movement's schemes.

- 11 The Movement will produce promotional material, for example, stickers and badges, bilingually, or sometimes, when other elements dictate, in both languages.

2 The Organisation's Activities

The Wales Young Farmers' Clubs provide a vast range of activities in Wales, from competitions to the Community Challenge schemes and a Rural Enterprise scheme, to training members in various aspects.

The constant aim is to ensure equal opportunity to our members to partake in all activities in their first language - be that Welsh or English.

This section deals with competitions and activities organised by the Welsh Council and the Sub-committees, and administered by the Wales Office. Attention will be paid to competitions and activities on a county level later in the scheme.

Competitions Programme

- 12 Every effort will be made to ensure that Welsh speakers can compete in Welsh in each appropriate competition.
- 13 Where a competition is being specifically held in English (for example, an English play, or an English Public Speaking contest), then obviously, English will be the language of competition. However, the Movement will include a standard sentence to explain this on posters or any material promoting the competition. *(Wales YFC operates a bilingual scheme, but due to the nature of this competition, English is the only language used. A corresponding competition is being held in Welsh).*
- 13 Where a competition is being specifically held in Welsh (for example, a Welsh play, or a Welsh Public Speaking contest), then obviously, Welsh will be the language of competition. However, the Movement will include an English sentence to explain this on any promotional material or information about the competition. *(Wales YFC has a bilingual scheme, and on this occasion, due to the nature of the competition, the sole language of the competition will be Welsh. A corresponding English language competition is also held).*

- 14 In every other competition, that is not specifically Welsh or English, competitors may take part in Welsh and English.
- 15 Where the competition is run bilingually, the competition should be conducted bilingually on the day of competing, i.e. using both languages to announce competitions and results.
- 16 Where a competition means direct contact between contestants and adjudicators, adjudicators will be chosen according to the linguistic requirements of the competition, as well as the required expertise. At least one third of a panel of adjudicators must be able to communicate effectively in Welsh/English, and if possible, to translate for other panel members.
- 18 Where practically possible, Wales Young Farmers Clubs will provide simultaneous translation facilities to be used as Welsh speakers compete for non-Welsh speaking adjudicators.
- 18 Adverts, rules and any other material about competitions will be provided bilingually or in both languages.

3 Direct Contact

This section discusses how we intend dealing directly with people - be they members of the public or of the Movement.

- 19 All correspondence (letters, email) will be answered in the language it was received. If the item of correspondence was addressed to a non-Welsh speaking member of staff, then that item will be translated by the bilingual administration officer, and a Welsh translation of the reply will be dispatched.
- 20 At present, there is no standard way of answering the phone. We will ensure that the phone is answered bilingually by everyone, e.g. CFFI Cymru - Wales YFC.
- 21 We will conduct private meetings with a member of the Movement or the public in the chosen language of that person, where possible. If the person wishes to speak Welsh regarding a matter which is being addressed by a non-Welsh speaking member of staff, it will be explained, first of all, that the relevant staff member cannot speak Welsh, but that a translator could be invited to the meeting, if so desired.

- 22 At committee meetings on a Wales level, simultaneous translation facilities will be available for use at Wales Council Meetings. At sub-committee meetings, Chair will invite any contribution in Welsh or English and it will be ensured that a responsible person shall be present at each sub-committee meeting to translate the points raised in Welsh.
- 23 Awareness sessions will be organised for members to make sure they understand the role of Welsh and English languages within the Movement's meetings and activities. The sessions will concentrate on why the language is important, what language is and what are the implications of this scheme. The aim is to alleviate any doubts any member might harbour, be they Welsh or English, about the role of both languages within the Movement.
- 24 All committee papers (agendas and minutes) will be sent out to committee members in their chosen language. Members may indicate their chosen language in advance. It's neither cost-effective nor environmentally-friendly to provide all papers bilingually.
- 25 Circulars to organisations or people who are not members of the Movement will be written in the chosen language of the organisation or person where it is known, or bilingually where the chosen language is not known.
- 26 Every service provided by the Movement will be offered to the same standard in both languages, and each individual, where possible, will receive that service in his/her chosen language. This should usually be possible every time, but on the rare occasion when no staff member or officer is available to provide the service in Welsh, the situation will be explained and another time, when someone will be available to deal with the matter in Welsh, will be offered.

4 Internal Administration

- 27 The Movement will aim to provide every document which deals with staff employment bilingually - including contracts, staff evaluation and plans which affect staff (e.g. health and safety).
- 28 The Movement will encourage staff to use the Welsh language at meetings, if they so desire. Awareness sessions are also planned to emphasise that the use of both languages is acceptable and desirable within the Movement.

- 29 The Movement will investigate the possibility of using translation equipment at other meetings, such as the Management Board.
- 30 The job description of each post, including volunteers, will note whether the ability to speak Welsh and communicate in Welsh is essential for the post.
- 31 An annual survey will be conducted to note which staff members and which voluntary officers on a Wales-level are able to communicate in Welsh.
- 32 Each job advertisement will appear bilingually.
- 33 The scheme's guidelines will be consulted when setting training needs and developing staff and volunteers.
- 34 The Wales YFC Staff will be ready to support county federations in the provision of a Welsh service where needed and where the federation's staff and officers can't communicate in Welsh. This means that each Wales YFC Office can deal with correspondence and phone calls received by a federation where there are no Welsh speakers.
- 35 In planning new activities or projects within the Movement, the implications of the Language Scheme will be considered before implementing the new project or activity.
- 36 The movement will use its current appraisal systems to include the appraisal of the language scheme. We will appraise according to the targets set out in this document.
- 37 When a piece of work is contracted out to another company or movement, the Movement will ensure that the scheme's guidelines are clearly presented to the contractors, and monitoring the service provided by the contractors to ensure that the scheme's guidelines are adhered to.

5. The Language Scheme and the County Federation

We wish each County in Wales to be aware of the Language Scheme and to consider elements of the scheme, with the aim of announcing its own scheme.

Wales YFC will support counties in its development. It must also be remembered that many counties receive grants from County Council, some of which may require that the guidelines of their own schemes to be implemented by movements receiving grant aid.

The following points would be useful in the preparation and development of a county language scheme.

- 38 A survey of members and other young people in the area to ascertain the need within the area. This can be achieved through an audit within clubs, and looking at population figures.
- 39 Prepare an audit of workers' language skills (staff and volunteers)
- 40 Guidelines within the county scheme
Its important for the guidelines to be practical, and sensitive to

The next section notes some guidelines for consideration

- (i) A mission statement that both languages are to have the same status within the County
- (ii) It is practical to use the Welsh language in competitions and meetings?
- (iii) Note on job descriptions whether the language is essential or not
- (iv) Public image - will the county develop bilingual letterheads and a bilingual title
- (v) Publications - are Welsh articles or items to be included in the Movement's publications
- (vi) Direct contact to note how the Movement would deal with Welsh letters or phonecalls

5 Implementation

Targets and Responsibilities

Many elements within the guidelines are already being implemented.

More than one member of staff will be responsible for the implementation of various elements of the scheme. The scheme's implementation will be supervised by the Chief Executive.

Guideline	Already Achieved	If not, when	Action
1 Name of Movement	✓		
2 Bilingual Logo	✓		
3 Letterheads etc	✓		
4 Translation	✓	Continue to develop relationship with translators	Events Co-ordinator
5 Signs	✓		
6 Adverts	✓		
7 Media	✓		Chief Executive, Staff and Officers
8 Talking to the Media		Continue to provide courses	Chief Executive, Training and Promotions Officer
9 Magazines/News Sheets	✓		Training and Promotions Officer / Chief Executive
10 Publications	✓		
11 Promotional Material	✓		Training and Promotions Officer / Chief Executive

MOVEMENT'S ACTIVITIES

Guideline	Already Achieved	If not, when	Action
12 Competitions	✓		Chief Executive, Staff and Officers
13 English Competitions		Sentence to be included from now on	Activities Officer and Events Co-ordinator
14 Welsh Competitions		Sentence to be included from now on	Activities Officer and Events Co-ordinator
15 Bilingual Competitions	✓		Activities Officer and Events Co-ordinator
16 Conducting Competitions		Requires close monitoring	Activities Officer and Events Co-ordinator
17 Adjudicators	✓		Activities Officer and Events Co-ordinator
18 Translation Equipement		trialled at some competitions in 1997/98 but was not very effective	Activities Officer and Events Co-ordinator
To 19 Adverts / rules	✓		Activities Officer and Events Co-ordinator
20 Social		Continuous	Every organiser
21 Correspondence	✓		Activities Officer and Events Co-ordinator
22 Phone		Continuous	Chief Executive
23 Meetings	✓	Offer Welsh meetings always, by July 1997	Everybody
24 Committee meetings		To be reviewed	Chief Executive, Staff and Officers
25 Awareness sessions		To be reviewed	Training and Promotions Officer / Chief Executive

Guideline	Already Achieved	If not, when	Action
26 Minutes / Agenda	✓		
27 Circulars	✓		Chief Executive and Staff
28 Service	✓		Everybody
<u>INTERNAL ADMINISTRATION</u>			
29 Employment	✓		Chief Executive
30 Awareness Sessions		(linked to point 25)	Training and Promotions Officer / Chief Executive
31 Translation Equipment		Use as and when needed	Chief Executive
32 Job description	✓		Chief Executive
33 Language Survey		Annually	Events Co-ordinator
34 Job Adverts	✓		
35 Training and Development		Continuous	Chief Executive
36 Support to Counties		As Counties develop language schemes	Chief Executive / Events Co-ordinator
37 Planning		Continuous	Chief Executive / Training and Promotions Officer
38 Appraisal		Continuous	Chief Executive
39 Contracting		Once this scheme is accepted	Chief Executive & all staff
40 Audit		2005/06 following discussion with counties	Training and Promotions Officer / Chief Executive
41 Audit		As part of the same process as 40	

42 County plans		2004/06	Chief Executive / Training and Promotions Officer
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