



**UK Research  
and Innovation**

**WELSH LANGUAGE SCHEME PREPARED UNDER THE WELSH LANGUAGE ACT 1993**

**The UK Research and Innovation Welsh Language Act Scheme received the approval of the Welsh Language Commissioner on 8 April 2021**

*Ymchwil ac Arloesedd y Deyrnas Unedig*



## **1. Introduction**

- 1.1 Under the Welsh Language Act 1993 (the Act) every public body providing services to the public in Wales must prepare a scheme setting out how it will provide those services in Welsh. The principle established by the Act was that, in the conduct of public business and the administration of justice in Wales, the Welsh and English languages should be treated on a basis of equality.
- 1.2 This scheme sets out how UK Research and Innovation (UKRI) will give effect to that principle when providing services to the public in Wales.

## **2. Background to UK Research and Innovation**

- 2.1 Operating across the UK with a combined budget of more than £7 billion, UKRI brings together the Arts and Humanities Research Council, Biotechnology and Biological Sciences Research Council, Engineering and Physical Sciences Research Council, Economic and Social Research Council, Medical Research Council, Natural Environment Research Council, Science and Technology Facilities Council, Innovate UK and Research England.
- 2.2 UKRI works in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation to flourish. UKRI aims to maximise the contribution of each of its component parts, working individually and collectively. Our mission is to foster a research and innovation system to which everyone has the opportunity to contribute and from which everyone benefits.

## **3. The UKRI Welsh Language Scheme**

- 3.1 The UKRI Welsh Language scheme builds on the Research Councils UK and BIS (now BEIS) schemes, which applied to the research councils and Innovate UK prior to the formation of UKRI. The Research Councils UK scheme was approved by the Welsh Language Commissioner on 3 July 2012, and the BIS scheme approved by the Welsh Language Board on 28 May 2009.
- 3.2 The UKRI Welsh Language Scheme supersedes the Welsh Language Schemes of any constituent part of UKRI.
- 3.3 The UKRI Welsh Language scheme was prepared in accordance with guidelines issued by the Welsh Language Commissioner under Section 9 of the Act and was approved by the Welsh Language Commissioner on 8 April 2021.



#### **4. Coverage of the scheme**

- 4.1 The UKRI Welsh Language Scheme applies to all constituent parts of UKRI and to any of its wholly-owned institutes and facilities.

#### **5. Service planning and delivery**

##### **5.1 Policies and initiatives**

- 5.1.1 UKRI will ensure that our policies, initiatives and services will be consistent with this scheme. The measures contained in this scheme will be applied to new or revised policies and initiatives when they are implemented.
- 5.1.2 UKRI undertake to consult the Welsh Language Commissioner in advance regarding any new policies and initiatives which will affect its Welsh Language Scheme, or which might affect the schemes of other organisations.
- 5.1.3 In revising or devising new policies and initiatives UKRI will:
- Assess the linguistic effect of any new or revised policies and initiatives and ensure that they are consistent with the Welsh Language Scheme.
  - Ensure that, where appropriate, the measures contained in the Scheme are applied to new and revised policies and initiatives when they are implemented.
  - Ensure that no new or revised policy or initiative undermines the Welsh Language Scheme or an organisation's ability to comply with their own Welsh Language Scheme or [Welsh Language Standards](#).
  - Consult with the Welsh Language Commissioner in advance regarding proposals that will affect the Scheme or an organisation's ability to comply with their own Welsh Language Scheme or [Welsh Language Standards](#). The Scheme will not be altered without the Commissioner's agreement.
  - Ensure that those involved in formulating policy (in and outside of Wales) will be aware of the Scheme and of UKRI responsibilities under the Act.
  - Include the Welsh Language Scheme as part of the induction training for each new member of staff appointed who will be based in Wales or will have direct or indirect dealings with the public in Wales.
  - Ensure that the policies move UKRI closer to implementing the principle of equality.

##### **5.2 Delivery of services**



- 5.2.1 UKRI will ensure that, where appropriate and reasonably practicable, their services in Wales are available in Welsh and will let the public in Wales know when they are available.
- 5.2.2 Although currently unable to offer this choice at all times, UKRI is committed to putting in place arrangements which will eventually enable it to provide more services to the public in Welsh and English. UKRI will also, explore options to support Welsh-speakers to ensure that they do not experience prejudice due to language.

### **5.3 Standards of quality**

- 5.3.1 Services provided in Welsh and English will be of equal quality and will be provided within the same timescale. This will include services that are contracted out, granting licenses and other permissions.
- 5.3.2 When assessing and measuring the standards and effectiveness of its services in Welsh, UK Research and Innovation will employ the same performance indicators as those utilised with regard to its services in English. This commitment will be stated publicly on relevant websites, in annual reports and other publications as appropriate.

### **5.4 Awarding grants and loans**

- 5.4.1 When UKRI awards grants and loans for activities that affect the Welsh public we will where appropriate include conditions with regard to the use of Welsh. In doing this, UKRI will have regard to guidance and advice provided by the Welsh Language Commissioner.

## **6. Dealing with the Welsh-speaking public**

### **6.1 Written communication (including electronic correspondence)**

- 6.1.1 UKRI welcomes correspondence in Welsh and/or English:
- Correspondence received in Welsh will receive a signed reply in Welsh. Bilingual correspondence will receive a signed bilingual reply.
  - Any commitments to provide written responses within given timeframe will be the same for correspondence in English or Welsh. For Freedom of Information requests UKRI will respond within the statutory 20 working days.
  - All correspondence with a member of the public will be initiated in his or her preferred language, English or Welsh, if known.
  - All circulars (e.g. newsletters) distributed to the public in Wales will be bilingual.



- 6.1.2 Arrangements will be made to translate correspondence as needed to respond to correspondence within the agreed time period and in the original language. UKRI will send all materials which will need to be translated to a professional translator who has undertaken to comply with the agreed time period.
- 6.1.3 If the Welsh and English versions of any correspondence have to be published separately, our normal practice will be to ensure that both versions are available at the same time. Enclosures sent with bilingual letters will be bilingual, where possible.

## 6.2 Grant submissions

- 6.2.1 Applications to UKRI are submitted through an electronic submissions system, with decisions on funding made through Councils' peer review processes. UKRI welcomes and accepts applications in Welsh and will clearly state this in guidelines and on the electronic submissions system. UKRI is also willing to explore options to support Welsh-speaking researchers, on a case by case basis, to progress through the application and review processes.
- 6.2.2 Research applications written in Welsh will normally be translated into and peer reviewed in English, in line with the language competencies of specialist peer reviewers.
- 6.2.3 UKRI will review the number of Welsh language applications, including levels of demand for support for Welsh language applications over most recent five years, and if over 10% of total applications, UKRI will investigate methods to put in place processes and systems that will enable and facilitate bilingual applications. This will also be fully investigated when upgrading the grant submission processes and electronic systems currently used.

## 6.3 Information and communication technology

- 6.3.1 In future, as UKRI develops or procures ICT systems, we will take into account guidance and advice provided by the Commissioner on ICT. The need to provide information and services in Welsh, and operate in accordance with this scheme, will be catered for as we develop, design or purchase information and communications technology products and services.

## 6.4 Telephone communications

- 6.4.1 At present, UKRI does not have a physical presence in Wales and due to the fact that a limited number of current staff can speak Welsh, the organisation cannot offer Welsh language telephone communications.
- 6.4.2 When a member of the public wishes to speak Welsh, the staff member will politely explain this situation and offer the individual the following options, to:



- i) make the enquiry in English, and to receive a written reply in Welsh
  - ii) submit a written enquiry in Welsh and receive a written reply in Welsh
  - iii) continue the call in English
- 6.3.3 If we set up telephone help lines, or similar facilities to predominantly give information, services or support to the public in Wales, we will investigate the possibility of providing Welsh language services. This will be advertised alongside the English language service. Both services will share the same telephone number and will be subject to the same quality standards.
- 6.3.4 If UKRI establishes a physical presence in Wales, UKRI would welcome telephone communication at that location in either Welsh or English. The call would be answered bilingually and where there is a Welsh speaking member of staff available calls would be dealt with in the caller's preferred language.
- 6.3.5 In the event that there is no Welsh language speaking member of staff available at the time of the call (e.g. away from the office), an arrangement would be made for a Welsh speaking member of staff to return the call, unless the caller is willing to discuss his/her business through the medium of English.
- 6.3.6 If there are no Welsh speaking members of staff available to deal with a specific subject, the staff member answering the call will politely explain this situation and offer the individual the choice of submitting their enquiry in written form in Welsh in order that they can receive a written response in Welsh; of explaining the enquiry in full in English and receiving a written reply in Welsh or of continuing the call in English.

#### 6.5 Meetings with the public in Wales

- 6.5.1 When conducting meetings for the public in Wales, UKRI will welcome contributions in Welsh and English. When publicising the meeting, the related literature (such as invitations and advertisements) will state this and will be bilingual.
- 6.5.2 UKRI is committed to making simultaneous translation available for Welsh and/or English speakers where there is a clear need to do so. Prospective attendees are encouraged to contact UKRI to express interest in translation services by invitation in advance of any event or meeting in Wales so that UKRI can assess the need for those services. Translation services will be provided for events or meetings in Wales when 10% or more of expected attendees have contacted UKRI to express interest in translation services two weeks prior to the meeting or event.
- 6.5.3 At meetings with the public in Wales, and in accordance with the scoring system in [Annexe 2](#), the majority of literature and exhibition material will be made available in both English and Welsh but, where associated documents are not, UKRI will provide written translations where requested.



- 6.5.4 Where UKRI uses video links for conducting meetings with members of the public in Wales, they will invite those attending who wish to speak in Welsh to notify the organiser of the event in advance, so that interpreting facilities can be arranged.
- 6.5.5 When arranging a face to face meeting with the public in Wales and a Welsh language choice cannot be offered, the situation will be politely explained, and the attendee will be offered the option to either:
- i) discuss the matter in English; or
  - ii) send in their query in written form in Welsh, which will receive a written response in Welsh.

#### **6.6 Other dealings with the public in Wales**

- 6.6.1 When we undertake public surveys in Wales normal practice will be to ensure that all aspects of communication with the public will be bilingual. When practicable, respondents will be asked if they wish to respond to the survey in Welsh or English.
- 6.6.2 When we arrange seminars, training courses or similar events aimed at the public in Wales, we will assess the need to provide related materials in Welsh in accordance with the scoring system set out in [Annexe 2](#). Any audio-visual displays, audio tours or interactive media that we prepare for the Welsh public will be bilingual.

### **7. Our public face in Wales**

#### **7.1 Corporate identity**

- 7.1.1 For the conduct of its business in Wales UKRI will adopt a bilingual image and corporate identity (UK Research and Innovation / *Ymchwil ac Arloesedd y Deyrnas Unedig*). This will be reflected in the corporate name and standard information on stationery, for example documents that are produced bilingually or in Welsh and headed paper used for correspondence with the public in Wales.
- 7.1.2 Where documents are produced bilingually or in Welsh the name of the Councils will remain to ensure the individual Councils' brand identity but will have a descriptor in Welsh (e.g. Natural Environment Research Council / *Cyngor Ymchwil yr Amgylchedd Naturiol*).

#### **7.2 Internet communication**

- 7.2.1 UKRI website and any other associated websites will include content in both Welsh and English in accordance with the scoring system provided in [Annexe 2](#). UKRI will ensure



that any Welsh language material on the UKRI website or UKRI content controlled by UKRI on associated websites is easily accessible.

- 7.2.2 UKRI's website and associated websites will include a Welsh language 'About us' (*Amdanom ni*) page with an introduction to the organisation in Welsh and contact information.
- 7.2.3 Members of the public who wish to request resources that are not ordinarily available in Welsh should email [cymraeg@ukri.org](mailto:cymraeg@ukri.org) or [communications@ukri.org](mailto:communications@ukri.org) to make their request and UKRI will respond.
- 7.2.4 UKRI will look to provide the public in Wales with a greater range of material in Welsh language over time. This may include information on relevant research work currently conducted in Wales, resources for schools and relevant news within Wales from UKRI.

### 7.3 Signage

- 7.3.1 UKRI does not have a physical presence in Wales. Should that change, UKRI will ensure that all new and those replacing pre-existing information signs within the curtilage of the UKRI property will be in English and Welsh.
- 7.3.2 UKRI will ensure that both languages are treated equally in terms of size, quality, legibility and prominence. Separate Welsh and English signs will, if issued, be equal in terms of size, quality, legibility and prominence.

### 7.4 Published material

- 7.4.1 All published materials associated with UKRI's core activities solely or predominantly aimed at the public in Wales will be bilingual whether printed or available electronically.
- 7.4.2 UKRI will consider making other materials with a UK-wide audience available in both English and Welsh on a case-by-case basis. In determining which other documents might be published in both English and Welsh, UKRI will take into consideration factors such as the size and nature of the document and the target audience, how widely it will be distributed, the cost of translation, and the likely demand. [Annexe 2](#) indicates which documents will be bilingual, issued in separate versions, or English only.
- 7.4.3 Requests for translations of materials that have only been made available in English, due to their content not being aimed at the public, will be considered so that no one is disadvantaged due to language.
- 7.4.4 Where UKRI publishes material in both Welsh and English, both versions will be published simultaneously and will be comparable. Where materials are published in Welsh and English separately, each version will note clearly that the material is available in the other language and be equally accessible. If not available free of charge, the price





of a bilingual document will not be greater than that of a single language publication and the price of separate, Welsh and English versions will be the same.

- 7.4.5 All staff involved with creating and designing publications will be provided with written guidance (e.g. the Commissioner's A Guide to Bilingual Design) for dealing with bilingual publications.
- 7.4.6 All bilingual and separate Welsh version publications will be proofread by a competent translator to ensure consistency in the standard of Welsh.
- 7.4.7 The above will also apply to material made available electronically on our websites or otherwise.

#### 7.5 Forms and Associated Explanatory Material

- 7.5.1 UKRI will ensure all forms and associated explanatory material aimed at the public in Wales will be issued in both English and Welsh at the same time.
- 7.5.2 When Welsh and English versions are published separately UKRI will ensure that all publications they will comply with commitments above and that both versions are equally accessible. This will include interactive forms published on our website. If the Welsh and English versions have to be published separately, each version will note clearly that the material is available in the other language.
- 7.5.3 When other organisations distribute forms on our behalf, we will ensure that they do so in accordance with the above.

#### 7.6 Press notices

- 7.6.1 All press releases and notices will be issued in English to those media known to be monolingual English and in Welsh to those media known to be monolingual Welsh.
- 7.6.2 Press releases to the media in Wales will be issued in both Welsh and English. If a press notice needs to be issued to the media with an immediacy that prohibits translation the bilingual version will follow either on the same day or within 24 hours.

#### 7.7 Social media

- 7.7.1 UKRI will use English for the majority of its social media posts. However, when publicising activities in Wales, UKRI will post in Welsh in a manner that treats the two languages on an equal basis.
- 7.7.2 When a person contacts UKRI by social media in Welsh, UKRI will reply in Welsh if an answer is required and appropriate.



### 7.8 Publicity, exhibitions and advertising

- 7.8.1 UKRI will conduct any advertising, exhibitions and publicity activities and ensure that any public information aimed at the public in Wales is bilingual (e.g. any TV, cinema or radio advertisements), and in a manner that treats the two languages equally. If the Welsh and English versions have to be published separately, both versions will be equal with regard to size, prominence and quality. Both versions will be available simultaneously and will be equally accessible.
- 7.8.2 Advertisements and campaigns placed in Welsh language publications or appear in Welsh language media (e.g. S4C, Radio Cymru, BBC Cymru Fyw) will be in Welsh and our normal practice will be to avoid using Welsh language subtitles or dubbing adverts into Welsh.
- 7.8.3 The following will be produced bilingually:
- All publicity materials aimed at the public in Wales
  - Direct mailing including promotional material and surveys
  - Media/press advertising and poster advertising
  - Public Surveys
  - Exhibition and information stands
- 7.8.4 Telephone response lines and other ways of responding to campaigns targeting Wales will be bilingual or will include a separate Welsh response service.

### 7.9 Official notices, public notices and staff recruitment notices

- 7.9.1 Official notices, public notices and staff recruitment notices placed in English language newspapers (or similar media) distributed mainly or wholly in Wales, will be bilingual, or appear as separate Welsh and English versions. Notices will be in Welsh in Welsh language publications.
- 7.9.2 The Welsh and English versions will be equal in terms of format, size, quality and prominence – whether produced as a single bilingual version, or as separate Welsh and English notices.
- 7.9.3 UKRI is committed to a policy of equal opportunities for our employees and applicants for employment. When recruiting staff, UKRI welcomes Welsh speakers to join its workforce. For any posts having extensive and regular contact with the public in Wales UKRI will assess whether fluency in Welsh should be an essential or desirable skill and this will be stated in the job advertisement.
- 7.9.4 All advertisements placed in English-language publications circulating in Wales will be in English and in Welsh. Advertisements for posts in which fluency in Welsh is an essential



qualification will appear in Welsh only in Welsh language publications, and bilingually in English language publications.

- 7.9.5 Advertisements for posts in which fluency in Welsh is a desirable qualification shall be published bilingually in English language publications circulating in Wales, Welsh only in Welsh language publications and English in publications circulating throughout the UK.
- 7.9.6 Advertisements for posts where no linguistic requirement has been identified shall be published bilingually in bilingual publications circulating within Wales, and in English only in English language publications circulating throughout the UK.
- 7.9.7 All related materials associated with the posts advertised, where Welsh language skills have been identified as an essential or desirable, will be available in both Welsh and English.

## **8. Implementing the scheme**

### **8.1 Administrative arrangements**

- 8.1.1 The measures in this scheme carry the full authority, support and approval of all members of the UKRI Executive Committee. Managers will have the responsibility for implementing those aspects of the scheme relevant to their work, or that of their team. The Head of Governance at UKRI will coordinate the work required to deliver, monitor and review this scheme.
- 8.1.2 An action plan on how UKRI will operate the scheme will be prepared and updated regularly. The action plan will come into effect on the date on which the scheme comes into effect. The plan will include targets, deadlines and a report on progress against each target.
- 8.1.3 The scheme will be publicised to our staff and to the public in Wales. It will also be published on our websites.
- 8.1.4 UKRI will employ well qualified freelance translators and interpreters able to provide a high-quality service in the Welsh language.

### **8.2 Staffing**

- 8.2.1 At present UKRI does not have an administrative centre based in Wales and has a limited number of staff that have bilingual skills. We will seek information about the Welsh language skills of existing staff, and job applicants.
- 8.2.2 We will consider supporting and funding training for staff, who as part of their duties, have extensive and regular contact with the public in Wales – and who wish to learn, or improve their Welsh. We will allow staff to attend courses during work where necessary.



- 8.2.3 Whenever practicable, we will consider providing Welsh language training to develop the ability of staff who, as part of their duties, have extensive and regular contact with the public in Wales.

### **8.3 Services delivered on behalf of UKRI to the public in Wales**

- 8.3.1 UKRI undertakes to ensure that any agreements or arrangements made with third parties which relate to the provision of services to the public in Wales are consistent with the terms of this Scheme. This commitment includes services which are contracted out.
- 8.3.2 Where relevant, requirements concerning the Welsh language will form part of the tendering documents and subsequent contracts, agreements or arrangements that arise. Third parties will need to confirm that they have complied with the relevant measures within the Scheme.

### **8.4 Partnerships**

- 8.4.1 When UKRI is the strategic and financial leader within a partnership that provides services to the public in Wales, UKRI will ensure that its delivery partner complies with this scheme, except where the commitments in the partner's Welsh Language Scheme are stronger. In these cases, the service will comply with the delivery partner's scheme.
- 8.4.2 When UKRI joins a partnership that provides services to the public in Wales which another body is leading, our input to the partnership will comply with this Welsh Language Scheme or a delivery partner's scheme if the commitments within that scheme are stronger.

## **9. Publishing the Scheme**

- 9.1 UKRI will ensure that the public and partners in Wales are made aware of the existence of the Scheme and its contents. The following methods of publicising the Scheme will be adopted:
- The Scheme will be published on relevant intranets and websites
  - Text in UKRI standard documentation will refer to the Scheme
  - Guidance will be given to all relevant staff about the Scheme
  - Text will be prepared and located on the UKRI website
- 9.2 This Scheme will formally take effect as soon as the scheme has received the endorsement of the Welsh Language Commissioner. The action plan at the end of the Scheme details when different services will become available.



## **10. Monitoring, reviewing and amending the scheme**

- 10.1 We will monitor our progress in delivering this Scheme against the targets set out in its accompanying action plan. The implementation and monitoring of the Scheme will be conducted by the Head of Governance at UKRI.
- 10.2 We will send annual monitoring reports to the Welsh Language Commissioner, outlining progress in delivering this scheme. The monitoring report will enable the UKRI to answer the two following basic questions:
- i) Is UKRI complying with the Scheme?
  - ii) How well is it achieving this?
- 10.3 Monitoring of the scheme will be a structured and continuing activity and when weaknesses are found UKRI will update or augment the action plan to remedy the situation.
- 10.4 UKRI will prepare an evaluation report which will evaluate performance in implementing the scheme over the first three years. In order to review and update its Welsh Language Scheme, this report will:
- i) Provide an overview of performance and compliance with the scheme, both in terms of service delivery and scheme management.
  - ii) Outline UKRI's priorities for the following period with a revised timetable for the implementation of the measures in the Scheme.
- 10.5 UKRI will review this scheme within three years of its coming into effect. This scheme may be reviewed or amended at any time because of changes to our functions, or to the circumstances in which UKRI undertakes those functions, or for any other reason. No changes will be made to this scheme without the Welsh Language Commissioner's approval.

## **11. Complaints and Suggestions for Improvement**

- 11.1 Complaints related to this scheme, or suggestions for improvement, should be directed to our Communications Team at the following postal or email addresses:

UK Research and Innovation  
Polaris House  
Swindon  
SN2 1FL

Email: [cymraeg@ukri.org](mailto:cymraeg@ukri.org) or [complaints@ukri.org](mailto:complaints@ukri.org)



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11.2 We will co-operate with the Welsh Language Commissioner to resolve any complaints and during any investigations held under Section 17 of the Welsh Language Act.

### **Annexe 1: UKRI Welsh Language Scheme Action Plan**

Target	Action	Timescale
Internal Communications	Issue an update in UKRI staff newsletter to ensure that all staff are aware of and understand the purpose of the Welsh Language Scheme.	At scheme launch
Staff Intranet	Provide link to the scheme on UKRI website and contact details for Welsh speakers.	At scheme launch
Translation	Develop list of professional translators for use by our Councils. Publish contact details on UKRI intranet.	At scheme launch
Grant submissions	Statement that UKRI welcomes applications in Welsh to be included on grant application guidelines and electronic system	At scheme launch
	Review the percentage of Welsh language applications, including the demand for support for Welsh language applications.	Annually
	Investigate methods to put in place processes and systems that will enable and facilitate bilingual applications.	As necessary in accordance with commitments set out in 6.2
Call handling	All calls will be answered with a bilingual greeting at UKRI operated facilities in Wales.	Ongoing
Internet	UKRI will increase the amount of Welsh language content published on its website, relating to explanatory information about UKRI, the Councils, and our activities	Ongoing
Public Meetings	All invitations to meetings held in Wales and accompanying publicity materials to include a statement welcoming contributions from Welsh speakers.	Ongoing
Staff Survey	Conduct a survey of UKRI staff to identify potential Welsh speakers	At scheme launch
Governance	To introduce an annual Standing Item on the People, Finance and Operations committee agenda, to include an internal paper on UKRI compliance with the scheme.	Annually
Maintenance	Revisit the scheme and produce an evaluation report in three years.	3 years from publishing the scheme

## **Annexe 2: Guidance and Criteria on which Documents will be Bilingual or English Only**

### **Category A: Items to be bilingual**

- Brochures, leaflets or pamphlets aimed at the public in Wales
- Literature publicising meetings or events in Wales
- Information signs and posters in Wales
- Circular and standard letters to the public in Wales
- Consultation documents aimed at the public in Wales
- Newsletters aimed at the public in Wales (including web-based)
- Questionnaires and surveys for the public in Wales
- Forms and explanatory notes aimed at the public in Wales

### **Category B: Items to be issued in separate language versions**

- Website (refer to section 7.2 in Welsh Language Scheme for specific content)
- Advertisements in Welsh press
- Press releases and notices aimed at the public in Wales
- Executive summaries of significant documents aimed at the public in Wales
- Consultation documents

### **Category C: Items to which criteria will be applied to determine their status**

- Committee papers
- Annual reports
- Reports
- Research Papers
- Strategies
- Training packs for use by the sector
- Careers material for use by the sector
- Other documents as published

### **Category D: Items which will normally be English only**

- Accounts
- Conference handouts supplied by other bodies or individuals
- Contract documentation (except in specific situations)
- Historical/archive information
- Items distributed on behalf of other organisations
- Papers supplied by third parties not under contract
- Working drafts

Note: It is unlikely that all types of documentation to be produced are captured in this list. Staff will use judgement in ensuring a suitable category on a comparative basis to determine whether items should be bilingual.



**Category C: Criteria to assess the suitability and need for translation**

<b><i>Considerations and questions to be addressed</i></b>	<b><i>2 points</i></b>	<b><i>1 point</i></b>	<b><i>0 points</i></b>
Number of printed copies (if electronic version only, number on distribution list/data bank or estimated hits)	Over 250	50 - 250	Less than 50
Length	Less than 2000 words. If less than 250 words – add 1 extra point.	2000 – 10, 000 words	More than 10,000 words
Degree of technicality (i.e. would it be easily understood by a lay reader?)	Yes	To some extent	No
Target audience	Members of the sector where there is a well-known and established demand for Welsh language material	Specific Research Council stakeholders or research users across all sectors	Specialists a particular sector or stakeholder where demand for the Welsh language is minimal
Purpose i.e. will the item need to be disseminated or discussed internally by other bodies; and/or is it designed to elicit a response?	Yes	Possibly	No
Will the document affect subsequent materials and/or be widely quoted?	Yes	To some extent	No
What is the demand/likely interest – based on objective assessment and/or past experiences? Or what is the preponderance of Welsh speakers amongst those interested – based on previous experience?	High (interest very general or particular interest for Welsh speakers)	Medium (specific groups only)	Low (specialist groups only)
Longevity – how long will the document be operational?	Over 2 years	6 months to 2 years	Temporary (less than 6 months)
Status/profile	High – media item or lead document	Medium – some sector profile	Low – little sector profile
Nature– is there an obvious Welsh language angle?	Yes	Indirectly	No



Users of this matrix should mark the relevant points column for each consideration/question and then total the points columns. The overall sum of all 3 points columns will provide the priority rating for translation of the document. The scores should be rated as follows:

<b>Score</b>	<b>Rating</b>	<b>Action to be taken</b>
Over 13	C1	These documents should and will be bilingual
8-12	C2	These documents should be bilingual but whether they are or not will depend on the availability of translation resources at the time
Less than 7	C3	English only at present, but could be re-designated in the future

Note: It is assumed that this will provide a true reflection of the need for bilingual documents for UKRI in Wales. Staff will use careful judgement in the case of any exceptions to ensure that the correct action is taken. Advice will be sought from officers of the Welsh Language Commissioner if necessary.