

Welsh first
Record language choice
Respect language choice
Greet bilingually

Facilitating Bilingual Meetings

Record language choice
Welsh in the workplace
PROCESSES
Welsh first
Bilingual public

with **Simultaneous
Translation**

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Greet bilingually
Welsh in the workplace



RHONDDA CYNON TAF

In line with the Welsh Language Standards, Rhondda Cynon Taf County Borough Council is committed to treating the Welsh language no less favourably than the English language and will ensure that people who wish to live their lives through the medium of Welsh can do so in their dealings with the Council; and that Elected Members and others who wish to use the Welsh Language in Council meetings have every opportunity to do so.

This guidance has been prepared in order to support Elected Members and staff so that:

- those who wish to use the Welsh language can do so,
- those who rely on simultaneous translation can use the equipment appropriately, and
- bilingual meetings are as seamless as possible.



Arranging a bilingual meeting

Those who wish to arrange simultaneous translation at meetings should consider the following:

- In line with the Welsh Language Standards, announce on advertisements and the agenda of meetings that it will be possible to speak in either language, and that simultaneous translation facilities will be available.
- Give as much notice as possible to Welsh Language Services in order to schedule a simultaneous translator.
- Ensure all communication shared in relation with the meeting is bilingual.
- Ensure that the simultaneous translator/Welsh Language Services receives documentation relevant to the meeting beforehand, including any pre-prepared statements or scripts.
✉ translation-cyfieithu@rctcbc.gov.uk
- Share glossaries and relevant terminology with Welsh Language Services if the meeting deals with a field that is not usually discussed in Welsh.
- Remember that the simultaneous translation is mostly provided for those who do not speak Welsh. Simultaneous translation is not often offered from English to Welsh.
- Explain to the simultaneous translator when arranging the service what type of meeting will be held, such as a public meeting, a committee meeting, interview, seminar, meeting of a voluntary organisation.
- Ensure that there is sufficient time to set up the simultaneous translation facilities before the meeting and that people have easy access to them.
- Ensure that the room where the meeting is held is appropriate and of the right size, and that the acoustics are acceptable.
- Ensure that there are anti-bacterial wipes available in the room so users may choose to sanitize the translation headsets.



Using translation headsets during a meeting

- Switch on the headsets and leave in the 'on' position.
- Place the arms of the headsets in each of your ears to sit downwards.
- Make sure you can hear the simultaneous translator during a brief test via the Chairperson.
- If you cannot hear, adjust the volume or bring it to the attention of the Chairperson (who will speak to the simultaneous translator).
- If an issue needs to be raised with regards to the translation/simultaneous translation equipment, please do so via the Chairperson.
- Switch off the headset at the end of the meeting and leave on the desk.
- All headsets are cleaned after use by the simultaneous translators. However, users are welcome to use sanitising wipes to clean the headsets.

Contributing in Welsh during a meeting

- In the Council Chamber, speak clearly via the microphones on the desks and switch off the microphones after your contribution.
- Before you start speaking in Welsh, let others know that you are about to do so.
- Be mindful that due to the nature of simultaneous translation, not every word is translated.
- Ensure that contributors speak in turn as the simultaneous translator can never translate more than one contributor at a time.

Chairing a bilingual meeting

Chairpersons have an important role to play in ensuring that people can use their language of choice. They can do the following to facilitate a successful bilingual meeting:

- Open the meeting bilingually:
“*Noswaith dda a chroeso i chi gyd.*” / “*Good evening and welcome.*”
- In line with the Welsh Language Standards, announce that simultaneous translation is available so that anyone wishing to contribute in Welsh can do so.
- Announce that the simultaneous translation headsets are sanitized after each use, but users are also welcome to use sanitising wipes to clean the headsets.
- Ask users to wear their headsets to ensure that the equipment is working properly by conducting a short test.
- In the Council Chamber, remind the speakers to use the microphones, since the simultaneous translator can only translate what they can hear.
- Remind those who are going to contribute in Welsh to give notice just beforehand so that others can don their headsets, e.g. “I’m going to speak in Welsh”. Advise users that leaving the headsets ‘on’ (and in the ears if they choose) will speed up this process.
- Explain that everybody should speak in turn as the simultaneous translator can never translate more than one contributor at a time.
- Explain if there’s an issue with the translation/simultaneous translation equipment it should be raised via the Chairperson.

Training and Support

Training and support on using simultaneous translation equipment at meetings and facilitating bilingual meetings may be arranged by Democratic Services and Welsh Language Services.

In addition to pre-arranged training, Members and staff are welcome to contact either service directly for short ‘open-door’ training as and when convenient. Using simultaneous translation equipment alongside loop systems for the hard of hearing may also be covered by training.



For more information, contact:

Democratic Services:
committeeservices@rctcbc.gov.uk

Welsh Language Services:
translation-cyfieithu@rctcbc.gov.uk