

Amasan airson Seirbhisean Corporra	Corporate Service Aims
<b>Inbhe</b>	<b>Status</b>
<p><b>Suaicheantas agus brand</b></p> <p>Cuir cruth air an t-suaicheantas chorporra agus air a’ bhrannadh an dà chuid ann an Gàidhlig agus Beurla aig a’ chiad chothrom agus mar phàirt de phròiseas ùrachaidh sam bith. Bu chòir dhan t-suaicheantas an aon ìre follaiseachd a thoirt dhan dà chànan.</p>	<p><b>Logo and brand</b></p> <p>Render the corporate logo and branding in both Gaelic and English at the first opportunity and as part of any renewal process. The logo should demonstrate equal prominence for both languages.</p>
<p><b>Soidhnichean</b></p> <p>Bidh soidhnichean a’ gabhail a-steach Gàidhlig agus Beurla mar phàirt de phròiseas ùrachaidh sam bith.</p>	<p><b>Signage</b></p> <p>Signage will include Gaelic and English as part of any renewal process.</p>
<b>Conaltradh leis a’ phoball</b>	<b>Communicating with the public</b>
<p><b>Brosnachadh</b></p> <p>Teachdaireachdan brosnachail agus cunbhalach gu bheillear daonnan a’ cur fàilte air conaltradh bhon phoball anns a’ Ghàidhlig.</p>	<p><b>Promotion</b></p> <p>Positive messages that communication from the public in Gaelic is always welcome are regularly repeated.</p>
<p><b>Conaltradh sgrìobhte</b></p> <p>Bithear daonnan a’ gabhail ri conaltradh sa Ghàidhlig (post, post-d agus meadhanan sòisealta) agus bheirear seachad freagairtean sa Ghàidhlig a rèir a’ phoileasaidh choitcheinn.</p>	<p><b>Written Communication</b></p> <p>Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.</p>
<p><b>Fàilteachas is fòn</b></p> <p>Far a bheil luchd-obrach le Gàidhlig comasach air an t-seirbheis seo a thoirt seachad, thèid taic a chumail riutha gus seo a dhèanamh agus thèid an t-seirbheis a bhrosnachadh dhan phoball. Mura h-eil luchd-obrach ann gus an t-seirbheis seo a libhrigeadh, thèid comas a thogail tro thrèanadh agus fastadh.</p>	<p><b>Reception and phone</b></p> <p>Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public. If there are not staff available to deliver this service, capacity will be built through training and recruitment.</p>
<p><b>Coinneamhan poblach</b></p> <p>Tha cothroman gus coinneamhan poblach a chumail gu dà-chànanach no sa Ghàidhlig gan sireadh agus gam brosnachadh gu cunbhalach. Ann an àiteachan far a bheil an àireamh sa cheud no àireamhan de luchd-labhairt na Gàidhlig nas àirde, bithear a’ sùileachadh gun obraichear a dh’ionnsaigh seo mar nì àbhaisteach.</p>	<p><b>Public meetings</b></p> <p>Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted. In those geographical locations in which the percentages or numbers of Gaelic speakers is greater, working towards this will be expected as standard.</p>

Fiosrachadh	Information
<p><b>Fiosan Naidheachd</b> Bithear a’ cuairteachadh fhiosan naidheachd àrd-inbhe agus a h-uile fios naidheachd co-cheangailte ri Gàidhlig an dà chuid sa Ghàidhlig agus sa Bheurla.</p>	<p><b>News releases</b> High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.</p>
<p><b>Meadhanan Sòisealta</b> Tha susbaint Ghàidhlig air a sgaoileadh gu cunbhalach tro na meadhanan sòisealta, ag obair a dh’ionnsaigh meadhanan sòisealta a tha gu tur dà-chànanach.</p>	<p><b>Social Media</b> Gaelic content distributed regularly through social media, working towards fully bilingual social media.</p>
<p><b>Làrach-lìn</b> Susbaint Ghàidhlig ri fhaotainn air làrach-lìn an ùghdarrais phoblaich, le cuideam ga chur air na duilleagan aig am biodh an ruigsinneachd as àirde; ag obair a dh’ionnsaigh làrach-lìn làn dhà-chànanach anns na h-àiteachan far a bheil an àireamh sa cheud no àireamh luchd-labhairt na Gàidhlig nas àirde sa choimhearsnachd, bithear a’ sùileachadh seo mar nì àbhaisteach.</p>	<p><b>Website</b> Gaelic content available on the public authority’s website, with emphasis given to the pages with the highest potential reach; working towards fully bilingual website in those geographical locations in which the percentages or numbers of Gaelic speakers is greater in the community, this will be expected as standard.</p>
<p><b>Foillseachaidhean Corporra</b> Air an dèanamh ann an Gàidhlig is Beurla, le prìomhachas air an fheadhainn a dh’fhaodadh a bhith air an leughadh leis an àireimh as motha de dhaoine agus a bheir a’ bhuidheas as motha.</p>	<p><b>Corporate Publications</b> Produced in Gaelic and English, with priority given to those with the highest potential reach and impact.</p>
<p><b>Cànan</b> Tha pròiseas an sàs gus dèanamh cinnteach gu bheil càileachd agus ruigsinneachd na Gàidhlig anns an fhiosrachadh corporra aig ìre àrd.</p>	<p><b>Language</b> A process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high.</p>
<p><b>Taisbeanaidhean</b> Bu chòir coimhead air cothroman gus taisbeanaidhean poblach a libhrigeadh gu dà-chànanach no sa Ghàidhlig gu cunbhalach, le prìomhachas air a thoirt dhan fheadhainn leis a’ bhuidheas as motha.</p>	<p><b>Exhibitions</b> Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact.</p>

Luchd-obrach	Staff
<p><b>In-sgrùdadh</b> Dèan sgrùdadh de sgilean agus feumalachdan trèanaidh Gàidhlig taobh a-staigh na buidhne rè beatha gach eagra den phlana.</p>	<p><b>Internal audit</b> Conduct an internal audit of Gaelic skills and training needs through the life of each edition of the plan.</p>
<p><b>Inntrigeadh</b> Bidh fios mu phlana Ghàidhlig an ùghdarrais phoblaich agus mu chothroman trèanaidh Gàidhlig air a leabachadh anns an inntrigeadh aig luchd-obrach ùra uile</p>	<p><b>Induction</b> Knowledge of the public authority’s Gaelic language plan and training opportunities are embedded in new staff inductions</p>

<p><b>Trèanadh càinain</b></p> <p>Trèanadh is leasachadh ann an sgilean Gàidhlig gu bhith air a lìbhrigeadh dhan luchd-obrach, gu sònraichte a thaobh a bhith a’ cur an gnìomh plana Gàidhlig an ùghdarrais phoblaich.</p>	<p><b>Language training</b></p> <p>Gaelic language skills training and development, delivered to staff, particularly in relation to implementing the public authority’s Gaelic language plan.</p>
<p><b>A’ cleachdadh na Gàidhlig</b></p> <p>Tha luchd-obrach air am brosnachadh gus Gàidhlig a chleachdadh nan cuid obrach.</p>	<p><b>Using Gaelic</b></p> <p>Staff are encouraged to use Gaelic in their work.</p>
<p><b>Trèanadh mothachaidh</b></p> <p>Trèanadh mothachaidh Gàidhlig ga libhrigeadh, le prìomhachas ga thoirt do àrd luchd-obrach, prìomh dhaoine eile a nì co-dhùnaidhean agus luchd-obrach a tha a’ dèiligeadh gu dìreach leis a’ phoball.</p>	<p><b>Awareness training</b></p> <p>Gaelic awareness training delivered, with priority given to senior staff, other key decision makers and staff dealing directly with the public.</p>
<p><b>Fastadh</b></p> <p>Tha sgilean Gàidhlig air an aithneachadh agus air am meas anns a’ phròiseas fastaidh air feadh an ùghdarrais phoblaich.</p>	<p><b>Recruitment</b></p> <p>Gaelic language skills are recognised and respected within the recruitment process throughout the public authority.</p>
<p>A’ Ghàidhlig air a h-ainmeachadh mar sgil riatanach agus/no buannachdail ann an dealbhan-obrach gus am plana Gàidhlig a lìbhrigeadh agus a rèir stiùireadh fastaidh Bhòrd na Gàidhlig.</p>	<p>Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice.</p>
<p>Sanasan obrach dà-chànanach no sa Ghàidhlig a-mhàin airson obraichean far a bheil Gàidhlig na sgil riatanach.</p>	<p>Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.</p>
<p><b>Corpas na Gàidhlig</b></p>	<p><b>Gaelic Language Corpus</b></p>
<p><b>Gnàthachas Litreachaidh na Gàidhlig</b></p> <p>Thèid an tionndadh as ùire de Ghnàthachas Litreachadh na Gàidhlig a leantainn anns gach nì sgrìobhte a nì an t-ùghdarras poblach.</p>	<p><b>Gaelic Orthographic Conventions</b></p> <p>The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.</p>
<p><b>Ainmean-àite</b></p> <p>Bithear a’ sireadh is a’ leantainn comhairle air ainmean-àite Gàidhlig bho Ainmean-Àite na h-Alba.</p>	<p><b>Place-names</b></p> <p>Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.</p>