



Derry City & Strabane
District Council

Comhairle
**Chathair Dhoire &
Cheantar an tSraitha Báin**

Derry Cittie & Stràbane
Destrìck Cooncil

Translation Guidelines - Irish and Ulster-Scots

Our commitment

Derry City and Strabane District Council is committed to promoting access to our services in Irish and Ulster-Scots. We want to make sure that people who wish to use the languages of Irish and Ulster-Scots when communicating with us feel welcomed and respected.

Our policy

We have committed to undertake the following:

1. We accept correspondence in Irish and Ulster-Scots.
2. We reply in Irish and, where possible, in Ulster-Scots.
3. We translate information into Irish and/or Ulster-Scots upon request i.e. if a member of the public requests a translation into Irish or Ulster-Scots it is our policy to provide the translation. (Further Information: see Irish language Policy and Ulster-Scots Policy)

Our Procedure: Requesting a Translation into Irish and/or Ulster-Scots

Irish Language Translations

All Council departments may avail of a free-of-charge English-Irish and Irish-English translation service provided by the Irish Language officer for the following provided the word-count is 250 words or lower:

- Correspondence: letters, emails and web-based enquiries;

- Council forms and applications;
- Ezines and summary emails promoting Council events, services and projects;
- Press releases, press briefing documents, logos, strap-lines etc;
- Event flyers and posters, summary programmes;
- Name and address translations;
- Web links, hub-page introductions, webpage buttons and download link titles
- Placenames, streetnames, road names, townland names, and new naming suggestions for any of the above;
- Agendas, minutes, reports;

Documents with a word-count over 250 words are not currently eligible for free-of-charge internal translation. If you need a document translated which has a word-count in excess of 250 words you should contact the Equality Officer who will issue the work to our Select List of Translators and Interpreters.

Ulster-Scots Translations

Please note that **all** requests for translations to and from Ulster-Scots are required to be issued to the Select List of Translators and Interpreters via the Equality Officer and are charged to the relevant department accordingly. The same procedure applies to minority ethnic languages and alternative formats (Braille, Large Print etc).

Interpretation (English/Irish and Irish/English)

All Council Departments may also request interpretation services from the Irish Language Officer through prior arrangement. In cases where interpretation cannot be accommodated by the officer, support will be provided to help identify a suitably skilled individual, but this may incur a variable cost to the requesting department.

Further Reading:

- Irish Language Policy and Courtesy Code for Irish
- Ulster-Scots Policy and Courtesy Code for Ulster-Scots
- Linguistic Diversity Policy

Further Information:

Irish Language Officer

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