



Marine Institute
Foras na Mara

***Scéim Foras na Mara
Don tréimhse 2009 – 2012
faoi Alt 11 d’ Acht na dTeangacha Oifigiúla, 2003***

6ú Iúil 2009

***SCHEME 2009 – 2012
UNDER SECTION 11 OF THE
OFFICIAL LANGUAGES ACT 2003***

6 July 2009

CLÁR ÁBHAR

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Caibidil 1: Réamhrá agus Cúlra

D'ullmhaigh Foras na Mara an Scéim seo faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003 ("an tAcht"). Foráiltear le hAlt 11, go n-ullmhódh comhlachtaí poiblí scéim reachtúil ina sonraítear na seirbhísí a chuirfidh siad ar fáil

- trí mheán na Gaeilge
- trí mheán an Bhéarla, agus
- trí mheán na Gaeilge agus an Bhéarla

agus na bearta atá le glacadh lena chinntiú go gcuirfear aon seirbhís nach gcuireann an comhlacht ar fáil trí mheán na Gaeilge ar fáil i nGaeilge laistigh de thréimhse ama comhaontaithe.

Treoirínte maidir le hullmhú na scéime

Foráiltear le hAlt 12 den Acht, go n-ullmhódh an tAire Gnóthaí Pobail, Tuaithe agus Gaeltachta treoirínte agus go n-eiseofaí iad ar chomhlachtaí poiblí chun cuidiú leo dréacht-scéimeanna a ullmhú. Rinneadh an scéim seo a dhréachtú ag féachaint do na treoirínte sin.

Próiseas Comhchomhairle

D'fhoilsigh Foras na Mara fógra faoi Alt 13 den Acht ar a láithreán gréasáin (www.marine.ie), an 16 & 17 Bealtaine 2007 san *Irish Times*; 18 Bealtaine 2007 sa *Connacht Tribune*; agus 20 Bealtaine 2007 i *Foinse*, ag lorg uiríolla ó pháirtithe leasmhara maidir le dréachtscéim a ullmhú faoi Alt 11. Fuarthas dhá aighneacht, agus tá an Foras buíoch as na tuairimí a léirigh na heagraíochtaí sin.

Chuir na haighneachtaí agus na tuairimí sin go leor eolais ar fáil don scéim chomh maith le moltaí a chuir an fhoireann ar aghaidh trí cheistneoir a rinneadh i bhForas na Mara.

Aidhmeanna na Scéime Teanga

Tá dhá phríomhaidhm ag Foras na Mara maidir le hullmhú na Scéime seo:

1. Caighdeán níos fearr i seirbhísí poiblí Gaeilge an Fhorais a chinntiú, faoi mar atá leagtha síos in Acht na dTeangacha Oifigiúla 2003.
2. Feasacht níos fearr i measc fhoireann Fhoras na Mara a chur chun cinn, meon dearfach i leith na Gaeilge a neartú agus ar an tslí sin, atmaisféar an dhátheangachais a chothú san eagraíocht le himeacht ama.

Ábhar na Scéime Teanga

Rinne Foghrúpa na Teanga Oifigiúil (*Grúpa Gaeilge*) de chuid Fhoras na Mara maoirseacht ar ullmhú agus ar fhorbhairt na scéime seo a fuair cabhair ó oifigigh idirchaidrimh as gach réimse seirbhíse laistigh den Fhoras. Críochnaíodh an scéim tar éis comhairliúcháin leathan le gach duine ar fhoireann an Fhorais agus freisin tar éis

comhairliúcháin leis an An Roinn Gnóthaí Pobail, Tuaithe agus Gaeltachta. Tá an bhainistíocht shinsearach laistigh den Fhoras freagrach as monatóireacht a dhéanamh ar fheidhmiú na scéime.

Sa Scéim, cuirfear leis na seirbhísí atá á gcur ar fáil i nGaeilge faoi láthair mar bhonn tosaithe. Déantar réimsí a shainaithint in ábhar na scéime le feabhas a chur amach anseo ar an tseirbhís a bheidh á cur ar fáil ag an bhForas. Áirítear leis an scéim, tiomantas le measúnú a dhéanamh ar leibhéal an éilimh ar sheirbhísí trí Ghaeilge ar bhonn leanúnach agus lena chinntiú go leanfaidh Foras na Mara ag freastal ar an éileamh sin ar bhealach beartaithe, comhleanúnach ina mbeidh teacht ag daoine air. Leanfaidh Foras na Mara ag tomhas an leibhéil éilimh ar sheirbhísí i nGaeilge trí iniúchtaí rialta a dhéanamh trí chóras comhairimh/tomhais ar an leibhéal ceisteanna/iarratais ar sheirbhísí trí Ghaeilge i dtréimhse ar leith.

Dáta Thosach Feidhme na Scéime

Dhearbhaigh an tAire Gnóthaí Pobail, Tuaithe agus Gaeltachta an scéim seo. Cuirfear tús leis an scéim le héifeacht, ar an 6 Iúil 2009 agus beidh feidhm léi ar feadh tréimhse de 3 bliana ón dáta sin nó go ndearbhóidh an tAire scéim nua de bhun Alt 15 den Acht, cibé acu is túisce.

Forléargas ar Fhoras na Mara

Misean agus Feidhmeanna

Faoin Acht um Fhoras na Mara tá Foras na Mara freagrach as:

“gabháil do thaighde agus d’fhorbairt mara, iad a chomhordú, a chur chun cinn agus cuidiú leo agus na seirbhísí sin a sholáthar a bhaineann le taighde agus forbairt mara a chuirfidh, i dtuairim Fhoras na Mara, forbairt eacnamaíochta chun cinn agus a chruthóidh fostaíocht agus a dhéanfaidh an comhshaol mara a chosaint.”

Mar sin, is é Foras na Mara an ghníomhaireacht náisiúnta do thaighde mara, teicneolaíocht, forbairt agus nuálaíocht (RTDI). Oibríonn sé chun deiseanna eacnamaíochta acmhainní mara na hÉireann a mheas agus a réadú; forbairt inbhuanaithe thionscal na mara a chur chun cinn trí chlár mhaoinithe straitéiseacha agus seirbhísí eolaíochta riachtanacha; agus acmhainn mara nádúrtha na hÉireann a chosaint trí thaighde agus mhonatóireacht comhshaoil.

Na Seirbhísí a Sholáthraímid

Tá acmhainn mara de 220 milliún acra faoin bhfarráige ag Éirinn, sin deich n-uaire níos mó ná a hachar talún agus nach bhfuil go mór i mbéal an phobail. Is é Foras na Mara an ghníomhaireacht Stáit atá freagrach as forbairt inbhuanaithe na móracmhainne mara sin a chur chun cinn trí thaighde, agus chomhairle bainistíochta a sholáthar do thionscal, don Rialtas agus don Aontas Eorpach. Áirítear ar an obair, réimse suntasach seirbhísí a sholáthraímid go díreach leis an bphobal, lena n-áirítear;

- Cláir mhaoinithe forbartha agus taighde náisiúnta
- Measúnú ar stoc éisc
- Seirbhísí Sláinte Éisc
- Monatóireacht ar shábhailteacht bia mara
- Monatóireachta comhshaoil
- Oibríochtaí báid taighde
- Léarscáiliú ar ghrinneall na farraige
- Bainistíocht sonraí

Tá sonraí breise ar sheirbhísí Fhoras na Mara le fáil sa treoirleabhar a fhoilsimid de bhun alt 15 de na hAchtanna um Shaoráil Faisnéise 1997 agus 2003 (agus is féidir teacht air ar láithreán gréasáin an Fhorais: www.marine.ie).

Réimsí Feidhme Fhoras na Mara

Tá Foras na Mara eagraithe i seacht bhfoireann seirbhíse mar seo a leanas:

Seirbhísí Corparáideacha

- Airgeadas
- Acmhainní Daonna
- Cumarsáid
- Saoráidí

Oifig Fhorbairt Mhara na hÉireann (IMDO)

- Idirchaidreamh agus Tacaíocht Tionscail
- Forbairt Ghnó agus Margaíochta
- Oideachas agus For-Rochtain
- Forbairt Idirnáisiúnta

Seirbhísí Comhshaoil Mara agus Sábháilteachta Bia

- Biotocsain
- Ceimic
- Cáilíocht
- Sláinte Éisc
- Éiceolaíocht Fíteaplanctóin
- Éiceolaíocht Beantóis

Seirbhísí Eolaíochta Iascaigh

- Iascach Grinnill
- Iascach Peiligeach
- Iascach Cladaigh
- Samhaltú agus Ionsamhlú Stoic Éisc
- Iascach Sliogéisc

Seirbhísí Dohbarshaothrú agus Bainistiú Dohbharceantair

- Dohbarshaothrú agus Tógáil
- Bradán Fiáin
- Iascach Dohbharceantair agus Fhionnuisce
- Géineolaíocht

Seirbhísí Eolaíochta Aigéin

- Suirbhéithe ar Ghrinneall na Farraige
- Oibríochtaí Báid Taighde
- Seirbhísí Aigéaneolaíochta

Seirbhísí Phleanáil Straitéiseach agus Forbartha

- Comhoibriú Idirnáisiúnta
- Fadhbheathnaitheacht agus Pleanáil
- An Plean Forbartha Náisiúnta agus Riarachán Sea Change
- Teicneolaíocht Mhara
- Seirbhísí Eolais agus Forbartha

Ár gCustaiméirí

Is léiriú é bonn custaiméirí Fhoras na Mara ar an raon forleathan earnálacha agus gníomhaíochtaí a thiteann laistigh dár réimse freagrachta. I measc ár gcustaiméirí comhairimid go sonrach an tAire agus an tAire Stáit, comhaltaí eile den Oireachtas, ionadaithe poiblí áitiúla, baill aonair den phobal, na comhlachtaí poiblí faoinár gcoimirce, comhlachtaí ionadaíocha a bhíonn páirteach sna hearnálacha a bhfuilimid freagrach astu, daoine aonair agus cuideachtaí lena bhfuil caidreamh díreach gnó againn leo, Ranna Rialtais eile agus comhlachtaí poiblí, an tAontas Eorpach, eagraíochtaí idirnáisiúnta, na meáin agus grúpaí deonacha a bhíonn i dteagmháil leis an bhForas faoina gcuid ábhair inní agus leasanna.

Oifigí Fhoras na Mara

Tá Ceannoifig Fhoras na Mara lonnaithe i Rinn Mhíl, Órán Mór, Co. na Gaillimhe. Tá oifigí ag an bhForas freisin ag 80 Sráid Fhearchair, Baile Átha Cliath 2 agus ag An Fhoirnéis, Baile Uí Fhiacháin, Co. Mhaigh Eo chomh maith le roinnt ionad calafort ar fud na tíre.

Tá liosta iomlán de na h-oifigí ar fad atá ar fud na tíre le fáil in *Aguisín A*.

Measúnú ar an méid is atá seirbhísí ar fáil trí Ghaeilge cheana féin

Is é príomhchuspóir Acht na dTeangacha Oifigiúla 2003 ná fáil níos fearr a bheith ar sheirbhísí poiblí trí Ghaeilge agus iad a bheith ar chaighdeán níos airde.

I láthair na huaire, cuireann Foras na Mara líon teoranta seirbhísí ar fáil go dátheangach. Is féidir Tuarascáil Bhliantúil Fhoras na Mara a fháil i mBéarla agus i nGaeilge mar chóip leictreonach nó mar chóip chrua araon. Tá líon teoranta foilseachán eile curtha ar fáil i nGaeilge agus i mBéarla chomh maith.

Tá páipéar ceanteidil agus príomhchomharthaíocht an Fhorais i nGaeilge agus i mBéarla faoi láthair. Freagraítear i nGaeilge gach comhfhreagras a fhaightear i nGaeilge de réir fhorálacha Alt 9(2) den Acht agus déantar gach iarracht freastal ar chustaiméirí a chuireann glaoh ar an bhForas nó a thugann cuairt air agus a bhíonn ag iarraidh a gcuid gnó a dhéanamh trí mheán na Ghaeilge ach gan dochar a dhéanamh do luas ná do chaighdeán na seirbhíse atá á cur ar fáil.

Caibidil 2 : Modh Cumarsáide leis an bPobal

Bíonn Foras na Mara i mbun cumarsáide leis an bpobal ar na slite seo a leanas:

- (1) Modhanna scríofa, lena n-áirítear cumarsáid leictreonach;
- (2) Modhanna Idirphearsanta.

Modhanna Scríofa Cumarsáide lena n-áirítear cumarsáid leictreonach

Rinne Foras na Mara measúnú ar na modhanna éagsúla cumarsáide scríofa leis an bpobal atá in úsáid ar fud an Fhorais. Tá na modhanna sin leagtha amach thíos chomh maith le tiomantais an Fhorais maidir le forbairt pholasaí na seirbhíse Gaeilge le linn shaolré na scéime:

Modh Cumarsáide	Tiomantas Seachadta na Seirbhíse Gaeilge
Foilseacháin Chorparáideacha, lena n-áirítear Ráiteas Straitéise, Tuarascáil Bhliantúil, Cairt Seirbhíse do Chustaiméirí, Saoráil Faisnéise Ailt 15 & 16 Lámhleabhair.	Foilsítear agus leanfar ag foilsiú Tuarascáil Bhliantúil Fhoras na Mara i bhformáid dhátheangach i.e. laistigh de chlúdach amháin. Foilsítear agus leanfar ag foilsiú Achoimre Feidhmiúcháin na <i>Casadh na Taoide – Straitéis Mara faoi Eolas, Thaighde agus Nuálaíocht d'Eirinn (2007-2013)</i> i bhformáid dhátheangach. Cuirfear foilseacháin chorparáideacha eile atá dírithe ar lucht féachana Gaeilge seachtrach ar fáil i bhformáid dhátheangach. Freastlaíonn an nós imeachta gearán a chuireann Foras na Mara ar fáil ar aighneachtaí Béarla agus Gaeilge araon.
Treoirlínte, bileoga eolais agus foirmeacha iarratais a bhaineann le scéimeanna/cláir/próisis aonair.	Le linn shaolré na scéime, aithneoidh Foras na Mara roinnt príomhbhileoga eolais a chuirfear ar fáil i bhformáid dhátheangach. Áireofar orthu sin bileog eolais a thabharfaidh léargas ginearálta ar Fhoras na Mara – an bhileog eolais is minice a bhíonn ag teastáil ón bpobal agus ar a laghad príomhbhileog eolais amháin as gach réimse seirbhíse laistigh de Fhoras na Mara. Beidh siad ar fáil i bhformáid dhátheangach faoi dheireadh na scéime.
Cáipéis straitéise eile de chuid Fhoras na Mara.	Cuirfear na foilseacháin seo – i.e. seachas iad sin atá clúdaithe faoi Alt 10

	den Acht – ar fáil go ginearálta go dátheangach. I roinnt cásanna, is féidir leis an bhForas a roghnú an achoimre feidhmiúcháin /moltaí a fhoilsiú i bhformáid dhátheangach.
Foilseacháin a chruthaigh eagraíochtaí eile ach atá le fáil ó Fhoras na Mara.	Scaipfear na foilseacháin seo sa teanga inar fhoilsigh an bhuneagraíocht iad.

Preasráitis	Faoi dheireadh na scéime, cuirfear 30% de phreasráitis an Fhorais, seachas óráidí a eisíodh mar phreasráitis nó a ghabhann leo, ar fáil go dátheangach ar láithreán gréasáin an Fhorais agus mar chóip chrua. (Ní cuirfear aguisíní a ghabhann le preasráitis ar fáil ach i dteanga oifigiúil amháin).
Fógraí	Faoi dheireadh na scéime, foilseoidh Foras na Mara 30% dá chuid fógraí i bhformáid dhátheangach.
Cumarsáid Ríomhphoist	Beidh gach séanadh caighdeánach ar chumarsáid ríomhphost go dátheangach.
Óráidí	Cuirfear óráidí ar fáil sa teanga inar seachadtar iad.
Iarratais ar Thairiscint	Cuirfear Iarratais ar Thairiscint ar fáil i mBéarla amháin, ach amháin má bhaineann an tairicint le ceist Ghaeilge.
Láithreán Gréasáin	Cuirfidh an Foras 23% (thart ar 25 leathanach) de láithreán gréasáin reatha Fhoras na Mara ar fáil i bhformáid dhátheangach faoi dheireadh na scéime. Baineann na leathanaigh seo go ginearálta le hábhar statach ar an láithreán, ag cur eolas ar fáil maidir le Foras na Mara, a chuid Réimsí Seirbhíse éagsúla, Próifílí Gairme, Taighde agus Forbairt srl.
Logainmneacha Gaeltachta	Cuirfidh an Foras na socruithe riachtanacha i bhfeidhm lena chinntiú go n-úsáideoidh an Foras logainmneacha oifigiúla na gceantar Gaeltachta mar an réamhshocrú do chríocha oifigiúla ó thaobh foilseacháin an Fhorais, bunachair sonraí

	innheánacha, srl.

Foilseacháin Eile	<p>Beidh foilseacháin eolaíochta agus teicniúla a chuireann Foras na Mara ar fáil chomh maith le tuarascálacha na gcomhairlí, doiciméid atá beartaithe do lucht féachana lasmuigh den Stát agus doiciméid atá beartaithe go príomha d'úsáid inmheánach m.sh. polasaithe Acmhainní Daonna, pleananna oiliúna agus forbartha, curtha ar fáil go ginearálta i mBéarla.</p> <p>Níl sé ar intinn ag an bhForas leaganacha dátheangacha de dhoiciméid a bhíonn an-teicniúil a fhoilsiú.</p> <p>Breithneofar aon fhoilseachán eile nach bhfuil liostaithe thuas agus nár déanadh tagairt dó in aon chatagóir eile le haghaidh foilsithe dhátheangach ar bhonn aonair, le haird chuí ar leas an phobail agus an dúlra, méid agus leagan amach an ábhair.</p>
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- Déanfar foilseacháin dhátheangacha a sholáthar faoi chlúdach singil ach amháin nuair nach mbíonn sé sin practiciúil mar gheall ar méid, nádúr nó leagan amach an doiciméid. Nuair a chuirtear leaganacha Gaeilge agus Béarla leithleacha ar fáil, beidh ráiteas i ngach ceann acu ag tabhairt le fios go bhfuil leagan ar fáil sa teanga eile.

Modhanna Cumarsáide Idirphearsanta

Rinne Foras na Mara measúnú ar na modhanna éagsúla cumarsáide idirpheasanta leis an bpobal atá in úsáid ar fud an Fhorais. Tá na modhanna sin leagtha amach thíos chomh maith le tiomantais an Fhorais maidir le forbairt pholasaí seirbhíse Gaeilge:

Modh Cumarsáide	Tiomantas Seachadta na Seirbhíse Gaeilge
Seirbhísí Teileafóin/Lasc-Chláir	Is iad na fáilteoirí/oibritheoirí lasc-chláir na céad pointí teagmhála leis an bpobal. Beidh sé mar pholasaí ag Foras na Mara a chinntiú go gcuirtear cleachtas caighdeánach na Seirbhíse Ardchaighdeáin do Chustaiméirí (QCS) i bhfeidhm sa réimse seo agus a bheidh ag feidhmiú go hiomlán faoi dheireadh na scéime.

	<ul style="list-style-type: none"> • Tabharfaidh an fhoireann fáiltithe/lasc-chláir ainm an chomhlachta poiblí i nGaeilge. Beidh sé seo amhlaidh ó thús na scéime. • Beidh na beannachtaí bunúsacha ar a laghad ar eolas acu i nGaeilge. • Beidh socruithe oiriúnacha i bhfeidhm le go mbeidh siad in ann baill den phobal a chur i dteagmháil, gan mhoill, leis an oifig nó an t-oifigeach atá freagrach as an tseirbhís a chur ar fáil trí Ghaeilge, nuair is féidir. • Is féidir le baill aonair foirne a gcuid teachtaireachtaí guthphoist a chur i nGaeilge nó i mBéarla nó sa dá theanga agus molfar dóibh é sin a dhéanamh.
Saoráidí Fáiltithe	Tabharfar liosta de bhaill foirne an Fhorais as gach rannóg/aonad atá in ann seirbhís a sholáthar trí Ghaeilge d'fhoireann an fháiltithe.

<p>Ról an Oifigigh Ghaeilge</p>	<p>Is é an ról a bheidh ag an Oifigeach Gaeilge ná maoirseacht a dhéanamh ar fheidhmiú an Achta agus na Scéime san Fhoras, trí chathaoirleacht a dhéanamh ar an “nGrúpa Gaeilge”.</p> <p>Tá an Grúpa Gaeilge comhdhéanta d’fhoireann ilghnéitheach foirne as na rannóga éagsúla laistigh d’Fhoras na Mara, a bhfuil sé mar chuspóir acu an Scéim Gaeilge a dhearadh agus a fheidhmiú agus freisin an Ghaeilge agus úsáid na Gaeilge a chur chun cinn laistigh den eagraíocht.</p> <p>Gheobhaidh an tOifigeach Gaeilge cúnamh ó baill foirne ar fud an Fhorais a bhfuil líofacht sa Ghaeilge acu.</p> <p>Aithneofar baill foirne a bhfuil in ann seirbhísí idirphearsanta Gaeilge a chur ar fáil, má chomhaontaíonn siad leis, ar bhealach cuí ar liostaí teileafóin, ag fáiltiú agus ar an gcairt eagraíochta agus cuirfear a gcuid ríomhphoist san áireamh faoi na rannóga cuí ar an láithreán gréasáin.</p> <p>Is é polasaí an Fhorais go mbeidh na seirbhísí a chuirtear ar fáil do dhaoine sa Ghaeltacht ar fáil i nGaeilge, faoi réir ag foireann inniúil sa Ghaeilge a bheith ar fáil.</p>
<p>Polasaí maidir le Cruinnithe Poiblí</p>	<p>Déanann an Foras formhór dá chuid cruinnithe poiblí i mBéarla. Cuireann an Foras, afách, nuair is cuí, baill foirne atá líofa sa Ghaeilge ar fáil do chruinnithe i gceantair Ghaeltachta nó chun déileáil le ceisteanna a bhaineann leis an nGaeltacht.</p> <p>Nuair a bhíonn Foras na Mara ag eagrú cruinniú poiblí do phobal Gaeltachta, cuirfear seirbhísí teangaireachta comhuaineacha ar fáil nuair nach féidir an cruinniú a rith trí Ghaeilge.</p>
<p>Oifigí sa Ghaeltacht</p>	<p>Faoi láthair, tá oifig amháin de chuid Fhoras na Mara lonnaithe i nGaeltacht Chonamara. Cinnteoidh an Foras gurb í Gaeilge teanga oibre na hoifige i Ros an</p>

	Mhíl faoi 2012.
Córais Ríomhaireachta	<p>Tá córais ríomhaireachta Foras na Mara comhoiriúnach go hiomlán leis an nGaeilge. Beidh aon chóras ríomhaireachta nua a thabharfar isteach sa todhchaí comhoiriúnach go hiomlán leis an nGaeilge chomh maith.</p> <p>Faoi láthair, níl seirbhísí idirghníomhacha ar-líne ag Foras na Mara. Má thugtar isteach seirbhísí den sórt sin sa todhchaí, tabharfar isteach iad go dátheangach agus go comhuaineach.</p>

Caibidil 3 – Feabhsú ar na Seirbhísí a chuirfear ar fáil go dátheangach

Seirbhísí nach bhfuil ar fáil i nGaeilge

Sa chéad scéim, is é an príomhfhócas a bheidh ag an bhForas ná cur leis an réimse modhanna cumarsáide scríofa agus leictreonacha a bheidh ar fáil go dátheangach agus innúlacht sa Ghaeilge a fhobairt i measc na foirne chun freastal ar sheachadadh seirbhíse idirphearsanta na Gaeilge ar leibhéal ginearálta. I gcleachtas, ciallaíonn sé seo go mbeidh an Foras in ann eolas ginearálta faoin bhForas agus a chuid seirbhísí foriomlána a chur ar fáil trí Ghaeilge, ach ní bheidh an Foras in ann gnó a bhaineann le seirbhísí sonrathé nó cláir sainiúla a dhéanamh trí Ghaeilge.

Tiomantas Ginearálta d’Fhorbairt Sheirbhís na Gaeilge

Tá an Foras tiomanta d’fhorbairt scileanna Gaeilge a spreagadh ar fud gach réimse den Fhoras chun freastal ar fhorbairt fhorchéimneach na seirbhíse custaiméara ar ardchaighdeán duine ar dhuine trí Ghaeilge chun freastal ar an éileamh atá ann do sheirbhísí den sórt sin.

Tá an Foras, áfach, ag tosú ó bhonn mheasartha i dtéarmaí cumas seirbhíse scríofa agus idirphearsanta Gaeilge. Cé go bunúsach, is ceist costais agus ama í cumarsáid scríofa a sholáthar i bhformáid dhátheangach, tá sé i bhfad níos deacra ag an bhfoireann scileanna Gaeilge a fhorbairt chun freastal ar sheachadadh seirbhíse idirphearsanta ó lá go lá.

Rinne an Foras iniúchadh ar scileanna Gaeilge ar fud na heagraíochta agus ba chuid suntais an leibhéal freagartha dearfach a tháinig ón bhfoireann. Ar an mbonn sin, tá an Foras in ann leibhéal áirithe seirbhísí idirphearsanta Gaeilge a sholáthar bunaithe ar fáil reatha scileanna Gaeilge. Tógfaidh sé níos mó ama agus iarrachta, áfach, an croíghrúpa foirne a bhfuil cumas Gaeilge agus muinín leordhóthanach acu a ardú chun seirbhísí Gaeilge a sheachadadh ag leibhéal idirphearsanta. Beidh éifeacht ag an éileamh iarbhair atá ar sheirbhísí den sórt sin ar an méid forbartha a bheifear in ann a dhéanamh ar sheirbhísí idirphearsanta.

Nuair a bhunófar go bhfuil sé ar chumas na foirne agus na rannóg déileáil le custaiméirí Gaeilge ar leibhéal idirphearsanta, déanfaidh an tOifigeach Gaeilge an fáil atá ar an tseirbhís Ghaeilge i rannóga den sórt sin a chur chun cinn trí chomhaontú a dhéanamh leis an bhfoireann maidir le sonraí teagmhála a liostáil ar an liosta teileafóin, cairt eagraíochta agus láithreán gréasáin do na custaiméirí. Cuirfidh sé seo le muinín an phobail ó thaobh fála na seirbhíse custaiméara ardchaighdeáin i nGaeilge agus ardóidh sé éileamh na seirbhísí Gaeilge.

Oiliúint agus Forbairt

Déanfaidh an Rannóg Acmhainní Daonna, i gcomhchomhairle leis an Oifigeach Gaeilge:

- Cúrsaí oiliúna Gaeilge cuí a chur ar fáil d’fhoireann an Fhorais ar fad, lena n-áirítear cúrsaí laistigh de na gnáthuaire oibre, chun láithreachta agus an bhaint atá aige le obair an Fhorais a uasmhéadú;

- An Scéim Aisíoc Táillí a chur chun cinn mar shásra chun oiliúint Ghaeilge a spreagadh;
- Comhairle a chur ar an bhfoireann maidir leis an réimse ranganna Gaeilge ar ardchaighdeán atá ar fáil lasmuigh d'uaireanta oifige (m.sh. Diplóma Tríú-Leibhéal sa Ghaeilge; Sult; Gael-Linn, srl);
- Feasacht teanga a chur san áireamh i gcúrsaí oiliúna Ionduchtúcháin agus Seirbhís do Chustaiméirí, lena chinntiú :
 - go dtuigeann an fhoireann an fáth go bhfuil an Foras ag forbairt polasaí seirbhíse Gaeilge
 - go dtuigeann an fhoireann cúlra agus comhthéacs an pholasaí
 - go bhfuil an fhoireann go hiomlán ar an eolas faoin éifeacht a bheidh ag an bpolasaí ar a gcuid oibre;
- Gach cúrsa a mheasúnú, lena n-áirítear cúrsaí Gaeilge agus cúrsaí a sheachadaítear trí Ghaeilge, ar bhonn rialta chun a fháil amach cé chomh héifeachtach is a fhreastalaíonn siad ar aidhmeanna an Fhorais trí phróiseas meastóireachta cúrsa;
- Leanfaidh an Rannóg ag lorg breis oibríthe deonacha chun seirbhísí Gaeilge a sholáthar ar fud an Fhorais de réir mar a bhíonn cumas na Gaeilge ag forbairt. Le comhaontú na foirne, aithneofar iad ar bhealach cuí ar liostaí teileafóin, ag fáiltiú agus ar an gcairt eagraíochta agus áireofar a gcuid ríomhphoist faoi rannóga ábhartha ar an láithreán gréasáin;
- Socruithe a chur i bhfeidhm ar bhealach cuí do cheiliúradh bliantúil an imeachta *Seachtain na Gaeilge* laistigh den Fhoras agus naisc a fhorbairt le himeachtaí ábhartha eile;
- Deiseanna a fhiosrú chun forbairt scileanna Gaeilge a spreagadh i measc na foirne trí ghníomhaíochtaí neamhfhoirmiúla.

Earcú agus Socrú

Cinntoidh an Foras go ndéanfar líon dóthanach foirne a bhfuil inniúlacht i nGaeilge acu, a earcú, a choinneáil agus tacaíocht a thabhairt dóibh trí oiliúint laistigh den Fhoras a chur ar fáil lena chinntiú go gcloífear le forálacha an Achta.

Acmhainní Teanga

Beidh rochtain éasca ag an bhfoireann ar fad ar acmhainní teanga agus eolais, m.sh. foclóirí, i bhformáid leictreonach agus mar chóip chrua araon.

Seirbhísí Aistriúcháin

Le héifeacht ó tús na scéime, beidh liosta ag an Rannóg Cumarsáide laistigh den Fhoras de na cuideachtaí agus daoine aonair ar fad a chuireann seirbhísí aistriúcháin ar fáil. Beidh Seirbhísí tacaíochta IT ar nós an bogearra seiceála litrithe ar fáil laistigh den Fhoras.

Céannacht Chorparáideach

Táirgeofar staiseanóireacht an Fhorais ar nós páipéar ceannteidil agus duillíní dea-mhéine i bhformáid dhátheangach.

Caibidil 4 – Monatóireacht agus Athbhreithniú

Tabharfaidh an tOifigeach Gaeilge tacaíocht agus cúnamh do gach réimse den Fhoras maidir leis na tiomantais atá sa scéim agus beidh freagracht iomlán air/uirthi ó thaobh maoirsiú a dhéanamh ar fheidhmiú an Achta agus na Scéime san Fhoras. Déanfaidh na Stiúrthóirí Réimse Seirbhíse monatóireacht agus feidhmiú feidhmeanna ó lá go lá ar na rannóga a bhfuil siad freagrach astu. Déanfaidh an tOifigeach Gaeilge monatóireacht ar bhonn rialta ar sholáthar agus éileamh na seirbhísí Gaeilge ar fud gach réimse den Fhoras.

Déanfaidh an tOifigeach Gaeilge tuairisc a thabhairt don Choiste Comhpháirtíochta, don Ghrúpa Gaeilge agus don Choiste Bainistíochta maidir le dul chun cinn gach sé mhí. Áireofar dul chun cinn ar scéim an fhorais ar Tuarascáil Bhliantúil an Fhorais ag tosú le Tuarascáil Bhliantúil 2009.

Caibidil 5 – Poiblíocht don Scéim Chomhaontaithe

Déanfar ábhar na scéime seo a phoibliú trí na nithe seo a leanas:

- Preasráiteas dhátheangach
- Seoladh oifigiúil na scéime don fhoireann, le haitheasc ón gCoimisinéir Teanga, Sean Ó Cuirreáin
- Scaipeadh ar chomhlachtaí cuí agus
- Foilsiú na scéime ar láithreán gréasáin an Fhorais.

Tá cóip den scéim seo curtha ar aghaidh chuig Oifig Choimisinéir na dTeangacha Oifigiúla agus chuig gach duine a rinne aighneachtaí chuig an Foras i gcomhthéasc fhorbairt na scéime seo.

Is é an leagan Béarla an bunchóip den scéim seo.

AGUISÍN A: SUÍOMH OIFIGÍ FHORAS NA MARA

Tá Ceannoifig an Fhorais suite i **Rinn Mhíl, Órán Mór, Co. na Gaillimhe. Teil: 01-387200**

Tá na hoifigí, saoráidí taighde agus oifigí calafoirt seo a leanas ag an bhForas ar fud na tíre chomh maith:

80 Sráid Fhearchair, Baile Átha Cliath 2
Teil: 01-4766500

An Fhoirnéis, Baile Uí Fhiacháin, Co. Mhaigh Eo
Teil: 098-42300

Oifig Calafoirt agus Saotharlann na gCealla Beaga
Teil: 074 9741871

Oifig Calafoirt agus Saotharlann Bhaile Chaisleáin Bhéarra
Teil: 027 71761

Oifig Calafoirt agus Saotharlann Dhún Mór Thoir
Teil: 051 385011

Oifig Calafoirt agus Saotharlann Cheann Chlochair
Teil: 041 9889788

Oifig Calafoirt agus Saotharlann **Ros an Mhíl**
Teil: 091 572584



Marine Institute
Foras na Mara

***Scéim Foras na Mara
Don tréimhse 2009 – 2012
faoi Alt 11 d’ Acht na dTeangacha Oifigiúla, 2003***

6ú Iúil 2009

***SCHEME 2009 – 2012
UNDER SECTION 11 OF THE
OFFICIAL LANGUAGES ACT 2003***

6 July 2009

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Chapter 1: Introduction and Background

This scheme was prepared under Section 11 of the Official Languages Act 2003 (“the Act”) by the Marine Institute. Section 11 provides for the preparation by public bodies of a statutory scheme detailing the services they will provide

- through the medium of Irish
- through the medium of English, and
- through the medium of Irish and English

and the measures to be adopted to ensure that any service not provided by the body through the medium of the Irish language will be so provided within an agreed timeframe.

Guidelines for preparation of the scheme

Section 12 of the Act provides for the preparation of guidelines by the Minister for Community, Rural and Gaeltacht Affairs and their issue to public bodies to assist in the preparation of draft schemes. This scheme has been drawn-up with due regard to those guidelines.

Consultation Process

The Marine Institute published a notice under Section 13 of the Act on their website (www.marine.ie), on 16th & 17th May 2007 in the *Irish Times*; 18th May 2007 in the *Connacht Tribune*; and 20th May 2007 in *Foinse*, inviting representations in relation to the preparation of the draft scheme under Section 11 from any interested parties. Two submissions were received, and the Institute is grateful for the views expressed by these organisations.

The scheme has been informed by these submissions and views and suggestions put forward by staff by means of a questionnaire in the Marine Institute.

Aims of the Language Scheme

The Marine Institute has two main aims in preparing this scheme:

3. To ensure a better standard of public services in Irish from the Institute, as set out in the Official Languages Act 2003
4. To promote increased awareness among Marine Institute staff, build a positive attitude towards the Irish language and thereby to foster over time an atmosphere of bilingualism in the organisation.

The Content of the Language Scheme

Preparation and development of the scheme was overseen by the Marine Institute’s Sub-group on Official Language (*Grúpa Gaeilge*) assisted by liaison officers from each service area within the Institute. The scheme was finalised following broad consultation with all staff of the Institute and also following consultation with the

Department of Community, Rural and Gaeltacht Affairs. Responsibility for monitoring implementation of the scheme will rest with senior management within the Institute.

The scheme builds on the extent to which services are currently available through Irish as a starting base. Areas for future enhancement of service provided by the Institute are identified in the body of the scheme. The scheme also includes a commitment to assess, on an ongoing basis, the level of demand for services through Irish and to ensure that the Marine Institute continues to meet this demand in a planned, coherent and accessible way. The Marine Institute will continue to gauge the level of demand for its services in the Irish language by carrying out regular audits through a system of counting/measuring the level of queries/requests for services through Irish in a given period.

Commencement Date of Scheme

This scheme has been confirmed by the Minister for Community, Rural and Gaeltacht Affairs. The scheme will commence with effect from 6 July 2009 and will remain in force for a period of 3 years from this date or until a new scheme has been confirmed by the Minister pursuant to Section 15 of the Act, whichever is the earlier.

Overview of the Marine Institute

Mission and Functions

The Marine Institute is charged under the Marine Institute Act:

“to undertake, to co-ordinate, to promote and to assist in marine research and development and to provide such services related to marine research and development that, in the opinion of the Marine Institute will promote economic development and create employment and protect the marine environment.”

As such, the Marine Institute is the national agency for marine research, technology, development and innovation (RTDI). It seeks to assess and realise the economic potential of Ireland’s marine resource; promote sustainable development of marine industry through strategic funding programmes and essential scientific services; and safeguard Ireland’s natural marine resource through research and environmental monitoring.

The Services We Provide

Ireland has a marine resource of 220 million acres under the sea, which is over ten times its land area and largely undiscovered. The Marine Institute is the State agency responsible for promoting the sustainable development of this vast marine resource through research, and the provision of management advice to industry, the Government and the European Union. Our work includes a significant range of services which we provide directly to the public, including;

- National research and development funding programmes
- Fish stock assessment

- Fish health services
- Marine food safety monitoring
- Environmental monitoring
- Research vessel operations
- Seabed mapping
- Data management

Further details of the Marine Institute's services are available in the guide we publish pursuant to section 15 of the Freedom of Information Acts 1997 and 2003 (which can be accessed on the Institute's website: www.marine.ie).

Functional Areas of the Marine Institute

The Marine Institute is organised into seven service teams, as follows:

Corporate Services

- Finance
- Human Resources
- Communications
- Facilities

Irish Maritime Development Office (IMDO)

- Industry Liaison and Support
- Marketing and Business Development
- Education and Outreach
- International Development

Marine Environment and Food Safety Services

- Biotoxins
- Chemistry
- Quality
- Fish Health
- Phytoplankton Ecology
- Benthos Ecology

Fisheries Science Services

- Demersal Fisheries
- Pelagic Fisheries
- Inshore Fisheries
- Fish Stock Modelling and Simulations
- Shellfish Fisheries
-

Aquaculture and Catchment Management Services

- Aquaculture and Rearing
- Wild Salmon
- Catchment and Freshwater Fisheries
- Genetics

Ocean Science Services

- Seabed Surveys
- Research Vessel Operations
- Oceanographic Services

Strategic Planning and Development Services

- International co-operation
- Foresight and Planning
- National Development Plan and Sea Change Administration
- Marine Technology
- Information Services and Development

Our Customers

The Marine Institute's customer base reflects the wide range of sectors and activities which fall within our remit. Among our customers we count specifically the Minister and Minister of State, other members of the Oireachtas, local public representatives, individual members of the public, the public bodies under our aegis, representative bodies engaged in the sectors for which we are responsible, individuals and companies with whom we have a direct business relationship, other Government Departments and public bodies, the European Union, international organisations, the media, and voluntary groups whose interests and concerns bring them into contact with the Institute.

The Marine Institute's Offices

The Marine Institute's head office is located at Rinvilla, Oranmore, Co. Galway. The Institute also has offices at 80 Harcourt Street, Dublin 2 and Furnace, Newport, Co. Mayo together with a number of port locations throughout the country.

Appendix A contains a full list of all our offices throughout the country.

Assessment of extent to which services are already available through Irish

The primary objective of the Official Languages Act 2003 is to ensure better availability and a higher standard of public services through Irish.

At the present time, the Marine Institute provides a limited number of services bilingually. The Marine Institute's Annual Report is available in Irish and English, both in Electronic and hard copy. A limited number of other publications have also been made available in Irish and English.

The Institute's headed paper and main signage are currently in Irish and English. All correspondence received in Irish is answered in Irish in accordance with the provisions of section 9(2) of the Act and every effort is made to accommodate customers who telephone or visit the Institute and who wish to conduct their business in Irish without detriment to the speed or quality of service provided.

Chapter 2: Means of Communication with the Public

The Marine Institute communicates with the public through:

- (3) Written means, including electronic communication;
- (4) Interpersonal means.

Written means of communication, including electronic communication

The Marine Institute has carried out an assessment of the various written means of communication with the public in use across the Institute. These are set out below together with the commitments the Institute is making in relation to the development of an Irish language service policy during the lifetime of this scheme:

Means of Communication	Irish Language Service Delivery Commitment
Corporate Publications, including Statement of Strategy, Annual Report, Customer Service Charter, Freedom of Information Sections 15 & 16 Manuals.	<p>The Marine Institute's Annual Report is and will continue to be published in a bilingual format i.e. within the one cover.</p> <p>The Executive Summary of the <i>Sea Change – A Marine Knowledge, Research and Innovation Strategy for Ireland (2007-2013)</i> is and will continue to be published in bilingual format.</p> <p>Other corporate publications which are aimed at external Irish audiences will be made available in bilingual format.</p> <p>The complaints procedure provided by the Marine Institute caters for both English and Irish submissions.</p>
Guidelines, information leaflets and application forms relating to individual schemes/programmes/processes.	<p>During the lifetime of the scheme, The Marine Institute will identify a number of key information leaflets to be made available in a bilingual format. This will include the general overview leaflet about the Marine Institute – the most commonly requested leaflet by the public, and at least one key leaflet from each of the service areas within the Marine Institute. They will be made available in a bilingual format by the end of the scheme.</p>
Other Marine Institute strategy documents	<p>These publications – i.e. other than those covered under section 10 of the Act - will in general be made available</p>

	bilingually. In some cases, the Institute may choose to publish the executive summary/recommendations in bilingual format.
Publications generated by other organisations but available from the Marine Institute.	These publications will be circulated in the language in which they have been published by the source organisation.
Press Releases.	By the end of the scheme 30 % of Marine Institute press releases, other than speeches which have been issued as or are attached to press releases, will be made available bilingually on the Institute's website and in hardcopy. (Appendices attached to press releases will be available in one official language only).
Advertisements	By the end of the scheme , the Marine Institute will publish 30% of its advertisements in a bilingual format.
Email communication	The standard disclaimer on email communications will be bilingual.
Speeches.	Speeches will be made available in the language in which they are delivered.
Requests for Tender.	Requests for Tender will be made available in English only, unless the tender relates to an Irish language issue.
Website.	The Institute will make 23% (approximately 25 pages) of the current Marine Institute website available in a bilingual format by the end of the scheme. These pages relate generally to static content on the site, providing information on the Marine Institute, its various Service Areas, Career Profiles, Research and Development etc.

Gaeilteacht Placenames.	The Institute will put in place the necessary arrangements to ensure that the official placenames of Gaeilteacht areas are used by the Institute as the default for official purposes in Institute publications, internal databases, etc.
Other Publications.	<p>Scientific and technical publications produced by the Marine Institute, consultants' reports, documents intended for an audience outside the State and documents intended primarily for internal use e.g. HR policies, training and development plans, will in general be made available in English.</p> <p>It is not the intention to publish bilingual versions of documents which are of a highly technical nature.</p> <p>Any other publication not listed above and not referred to in any other category will be considered for bilingual publication on a case-by-case basis, with due regard to public interest and nature, size and layout of the material.</p>

- Bilingual publications will be produced under a single cover except where this is not practical due to the size, nature or layout of the document. Where separate Irish language and English language versions are provided, each will contain a statement that a version is available in the other language.

Interpersonal Means of Communication

The Institute has carried out an assessment of the various interpersonal means of communication with the public in use across the Institute. These are set out below together with the commitments the Institute is making in relation to the development of an Irish language service policy:

Means of Communication	Irish Language Service Delivery Commitment
Telephone/Switchboard Services	Receptionists/switchboard operators are the first points of contact with the public.

	<p>It shall be the policy of the Marine Institute to ensure that standard Quality Customer Service (QCS) practice applies in this area, which is that by the end of the scheme..</p> <ul style="list-style-type: none"> • Reception/switchboard staffs will give the name of the public body in Irish. This will be the case from the commencement of the scheme. • They are at least familiar with the basic greetings in Irish. • Suitable arrangements are in place so that they can put members of the public in touch, without delay, with the office or officer responsible for offering the service required through Irish, where available. • Individual staff members can choose to put their voicemail messages in Irish or English or both languages and will be encouraged to do so.
Reception Facilities.	The reception staff will be provided with a list of Institute staff members in each section/unit who can provide a service through Irish.

<p>Role of the Irish Language Officer</p>	<p>The role of the Irish Language Officer will be to oversee implementation of the Act and Scheme in the Institute, by chairing the “Grúpa Gaeilge”.</p> <p>The Grúpa Gaeilge is made up of a diverse team of staff from the various sections within the Marine Institute, whose objective is to design and implement the Scéim Gaeilge and also to promote the Irish Language and its use within the organisation.</p> <p>The Irish Language Officer will be assisted by staff spread across the Institute who currently have Irish language proficiency.</p> <p>Staff with ability to provide interpersonal Irish language services will, with their agreement, be identified in an appropriate way on telephone lists, at reception and on the organisation chart and their email addresses will be included under relevant sections on the website.</p> <p>It is the Institute's policy that services provided to people in the Gaeltacht will be available in the Irish language, subject to the availability of staff competent in Irish.</p>
<p>Public Meetings policy.</p>	<p>The Institute conducts the majority of its public meetings in the English language. However, the Institute does, when appropriate, provide staff who are proficient in Irish for meetings in Gaeltacht areas or when dealing with Gaeltacht issues.</p> <p>When the Marine Institute is organising a public meeting for a Gaeltacht community, simultaneous interpretation services will be provided where it is not possible to run the meeting through Irish.</p>
<p>Offices in the Gaeltacht</p>	<p>The Marine Institute currently has one office located in the Connemara Gaeltacht area. The Institute will ensure that Irish will be the working language of the Ros a Mhil office by 2012.</p>

Computer Systems

The Marine Institute computer systems are fully compatible with the Irish language. Any new computer systems introduced in the future will also be compatible with the Irish language.

The Marine Institute does not currently have any on-line interactive services. Should it introduce such services in the future, they will be introduced bilingually simultaneously.

Chapter 3: Enhancement of services to be provided bilingually

Services not available in Irish

In its first scheme, the Institute's main focus will be on building up the range of written and electronic means of communication available bilingually and on developing Irish language competency amongst staff to facilitate interpersonal Irish service language delivery on a general level. In practice, this means that while the Institute will be in a position to provide general information about the Institute and its overall services through Irish, the Institute will not be in a position to conduct detailed service or programme specific business through Irish.

General Commitment to Irish Language service development

The Institute is committed to encouraging the development of Irish language skills across all areas of the Institute to facilitate the progressive development of a quality one-to-one customer service in Irish to meet the demand for such services.

The Institute is, however, starting from a modest base in terms of both written and interpersonal Irish language service capability. While the provision of written communications in bilingual format is primarily a cost and time issue, the development of Irish language skills by staff to facilitate day-to-day interpersonal service delivery is significantly more difficult.

The Institute has already carried out an Irish language skills audit across the organisation and the level of positive response from staff was noteworthy. On this basis, the Institute is in a position to provide a certain level of interpersonal Irish language services based on the current availability of Irish language skills. However, it will take more time and effort to increase the core group of staff with sufficient Irish language capability and confidence to deliver Irish language services on an interpersonal level. The extent to which such interpersonal services can be developed will also be affected by actual demand for such services.

Once it is established that staff and sections have the capacity to deal with Irish language customers on an interpersonal level, the Irish Language Officer, will promote the availability of the Irish language service in such sections by listing, with the agreement of staff, contact details on the telephone list, organisation chart and website for customers. This will have the additional effect of promoting public confidence in the availability of a quality customer service in Irish and unlocking latent demand for services in Irish.

Training and Development

The Human Resources Section, in consultation with the Irish Language Officer, will:

- Make available to all staff of the Institute appropriate Irish language training courses, including within normal working hours, to maximise attendance and relevance to the Institute's work;

- Promote the refund of fees scheme as a mechanism for encouraging Irish language training;
- Provide advice to staff on the range of high-quality Irish language classes available outside office hours (e.g. third-level Diploma in Irish; Sult; Gael-Linn, etc);
- Include language awareness as part of both Induction and Customer Service training courses, so as to ensure that staff:
 - understand why the Institute is developing an Irish language service policy
 - understand the context and background to the policy
 - are fully informed about how the policy will affect their work;
- Assess all courses, including Irish language courses and courses delivered through Irish, on a regular basis to ascertain how effectively they meet the Institute's goals via a course evaluation process;
- Continue to seek additional volunteers to provide Irish language services across the Institute as Irish language capability develops. With the agreement of staff, they will be identified in an appropriate way on telephone lists, at reception and on the organisation chart and their email addresses will be included under relevant sections on the website;
- Put in place arrangements for the celebration, in an appropriate way, of the Annual *Seachtain na Gaeilge* event within the Institute and develop links with other relevant events;
- Explore opportunities to encourage the development of Irish language skills amongst staff through informal activities.

Recruitment and Placement

The Institute will ensure that an adequate number of staff with proficiency in the Irish language are recruited, retained and supported through training within the Institute in order to comply with the provisions of the Act

Language Resources

All staff will have easy access to information and language resources, e.g. dictionaries, both hard copy and in electronic format.

Translation Services

With effect from the commencement of the scheme, the Communications Section within the Institute will hold a list of all companies and individuals providing translation services. Support IT services such as spell checker software will be available within the Institute.

Corporate Identity

The Institute's stationery such as headed paper and complimentary slips is produced in bilingual format.

Chapter 4: Monitoring and Revision

The Irish Language Officer will provide support and assistance to all areas of the Institute on the commitments contained in the scheme and will have overall responsibility for overseeing implementation of the Act and Scheme in the Institute. The Service Area Directors will carry out the day-to-day monitoring and implementation function in respect of the sections for which they are responsible. The Irish Language Officer will also monitor on a regular basis supply and demand for Irish language services across all areas of the Institute.

The Irish Language Officer will report on progress to the Partnership Committee, to the Grúpa Gaeilge and to the Management Committee every six months. Progress on the Institute's scheme will be included in the Institute's Annual Report commencing with the 2009 Annual Report.

Chapter 5: Publicising of Agreed Scheme

The contents of this scheme will be publicised by means of:

- A bilingual Press Release
- Official launch of the scheme to the staff, with an address by an Coimisinéir Teanga, Sean Ó Cuirreáin
- Circulation to appropriate bodies and
- Publication of the scheme on the Institute's website.

A copy of this scheme has been forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla and all of those who made submissions to the Institute in the context of this scheme being developed.

The English language version is the original text of this scheme.

APPENDIX A: LOCATION OF INSTITUTE'S OFFICES

The Institute's Headquarters Office is located at **Rinville, Oranmore, Co. Galway.**

Tel: 01-387200

The Institute also has offices, research facilities and port offices throughout the country as follows:

80 Harcourt Street, Dublin 2

Tel: 01-4766500

Furnace, Newport Co. Mayo

Tel: 098-42300

Killybegs Port Office and Lab

Tel: 074 9741871

Castletownbere Port Office and Lab

Tel: 027 71761

Dunmore East Port Office and Lab

Tel: 051 385011

Clogherhead Port Office and Lab

Tel: 041 9889788

Ros A Mhíl Port Office and Lab

Tel: 091 572584