

**European Chairter fer Locail ir Less Uised Leids**  
**Depairtment fer Fowkgates Airts an' Aisdom**  
**Code o' Guid Manners fer Ulster Scots**

**September 2009**

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**Forrit**

Diversity o' leids maun bae thocht o' es a wealtht o' heirskeip at belongs tae aa. Ivryboadie bes entitlet tae respect an' guid manners at extends tae thair leid. Ivry effort shud bae maide tae shew thon respect the mair hit isnae possible tae dale wi' the boadie i the leid o' es chuse.

The provisions o' the European Chairter fer locail ir less uised leids at apply tae Ulster Scots an' the missures the depairtment hes decided oan tae implement thaim shud bae weel kent tae offaicers.

**Naimes o' Fowk**

A boadie bes entitlet bae laa tae uise onie naime him ir hir wants – i Inglis ir i onie ither leid. Gif they ir moistly kent bae thon naime hit bes valid fer laafu identification.

Onie gif hit's clear at they irnae maistly kent bae thon naime, staff maun respect the wishes o' onieboadie at wants tae bae kent bae the Ulster Scots foarm o'

thair naime. Care shud bae tuk tae avoid confusion an' duplication gif a boadie bes kent bae baith Ulster Scots an' Inglis naimes. Hit nicht bae uisefu tae pit a record o' baith foarms oan file.

Gif an officer alloos at the boadie nicht hae bein' uisin an Inglis foarm o' thair naime him ir hir nicht ax " Bes thon the foarm o' yer naime ye allus uise? A hae tae mak' siccar at aa yer records ir thegither".

Gif a boadie gies his/hir naime i Ulster Scots an' the offaicer dalin wi' the boadie hes hannlins screivin ir saein hit, they shud ax the boadie fer a heft wi' spellin' hit. Gif the naime hes an accent thon shudnae bae a hannlin, fer neir aa computer software packages cater fer thon. (1)

Tae sum ap, a boadie can uise onie foarm o' o' thair naime they chuse. Thon richt shud niver bae questioned. Ivry effort shud bae maide tae screeve an/ir saie a boadie's naime richt. Dinnae bae burd moothed aboot axin thon boadie fer a heft.

### **Faice tae Faice Collouges an' Maetins**

I the spirit o' the Chairter Depairtments an' boadies adae wi' thaim ir axed tae mak' provision fer Ulster Scots collouges an' maetins. Hooiniver aa the mannit hit moistly isnae possible tae hae faice tae faice maetins i the Ulster Scots leid oan accoont o' the hairdness o' maakin siccar o' fittin quality assurance fer interpreters. Mair advice can bae gat fae the NICS Central Owresettin Service, tellyphone Leid Operations Brench oan Extension 58979.

### **Tellyphone Caas**

Gif simboadie stairts the tellyphone collouge i Ulster Scots the offaicer nicht repone i Ulster Scots, (gif thair fit tae collouge i hit), ir Inglis. Gif the offaicer cannae collouge i Ulster Scots they shud saie sae an' offair ither wies o' dalin wi' the caa. The foarm o' wurds ablow wud mebbe ansuer;

*"A'hm sorry at A cannae repone tae ye i Ulster Scots bit A'hm fit tae gie ye a wheen o' chuses tae dale wi' yer caa ye can*

- *Cairry oan wi' the caa i Inglis*
- *Sen' iz a screed i Ulster Scots*
- *Hae ye pit oantae oor Voice Poast quhar ye can lave a message i Ulster Scots"*

Tae get oantae the **Voice Poast** tellyphone **Extension 58924**. Quayhles the Chairter dusnae mak hit needfu' tae tak' collougit applications i Ulster Scots, thon gies the chanst tae heft the leid i line wi' Pairt II o' the Chairter.

- (1) Sim Ulster Scots spellin' systems uise accents tae shew inflection. Quhan uisin Microsoft Wurd the accent can bae gat bae pressin' the *alt gr* key an efter thon the vowel yer fer pittin hit oan. Ye shud press the *shift* key forebye fer capital letthers. Aa sich letthers can bae gat forebye bae uisin the *inert-symbol* facility.

### **Wies o' Waarkin fer uise o' Ulster Scots Leid Voice Poast**

Gif a boadie maakin a caa gets oantae the Central Switchboord ir a Depairtment an saies hoo thair wantin tae dae thair business i Ulster Scots the offaicer taakin the caa can collouge wi' thaim i Ulster Scots gif thair fit tae . Gif they irnae fit pit the boadie oantae a member o' staff wha bes fit tae collouge i Ulster Scots, they wul pit the boadie oantae the **Ulster Scots Voice Poast oan Extension 58924**.

The Voice Poast bes leuked aboot bae offaicers i the Leid Operations Brench, Depairtment fer Fowkgates Airts an' Aisdom.

Messages gat wul bae owreset aa yinst ir sent oantae an' interpreter fer owresettin.

Owreset speirins wul bae sent oantae the richt offaicer ir business airt fer ection.

#### **Messages oan Ulster Scots Voice Poast Facility (i Ulster Scots)**

“Fair faa ye tae the Norlin Airlan Civil Service. Gif ye'd laiike tae lave a message simboadie wul cum beck tae ye es soon es possible. Ye can gie yer message efter the tone. Tae dale wi' yer caa we ir needfu' o' the wittens ablow:

- Yer naime
- Quhar ye bide
- Yer daytim' tellyphone nummer
- The naime o' the boadie yer wantin' tae get oantae, gif ye ken hit
- The nattur o' yer business

We wul ettle tae get beck tae ye es soon es possible bit gif yer business bes gyely  
urgent ye shud get oantae the Depairtment consairned i Inglis.

### **Screevins**

Hit isnae needfu'unner the Chairter fer Depairtments tae tak' screeds i Ulster Scots, hooiniver hit's the Depairtment's policy tae tak' hit, uisin the Central Owresettin Service quhan needfu'. Gif hit's likely at, taakin owresettin intae accoont , hit wulnae bae possible tae gie a fu' repone bae the deidline, an acknowledgement shud gae oot i the normal wie, saiein hoo the screed bes bein'owreset an a fu' repone wul follae (Annex A). The acknowledgement shud bae screevit i Ulster Scots uisin the owresettin aa Annex B. Mair advice can bae gat fae the Norlin Airlan Civil Service Central Owresettin Service, tellyphone Leid Operations Brench oan Extension 58979.

The Chairter dusnae obleege Depairtments tae acknowledge ir repone i Ulster Scots tae screevins i Ulster Scots, bit hit's the Depairtment's policy tae dae sae, uisin the Central Owresettin' Service quhar needfu'. Aa owresettings shud bae gat through the Equality Unit (Jackie Gregg, ext. 40867 an' Tim Laverty, ext. 40850). Inglis owresettings o' the original screed an' repone shud bae filed. Tae avoid doots offaicers pittin' oot repones i Ulster Scots an' havnae Ulster Scots thaimselfs micht bae wantin' tae sign the Inglis owresettin o' a repone an pit oan a coapie o' the unsigned Ulster Scots version.

### **Screevin Paiper**

Business airts shud mak' siccar at aa ootside screevins ir oan the thrie leidit screevin paiper approved bae the Meenister.

### **Addresses**

The Locail government (Miscellaneous Provisions) (Norlin Airlan) Ordair 19&95 gies hit at a District Coouncil can pit a version o' a street naime langside the naime i Inglis. Fer ap tae date wittens aboot non Inglis street naimes tuk ap bae district coouncils gae tae:

<http://www.osni.gov.uk/paper/duallang.html>

ir get oantae the Ordnance Survey ([info@pointer-ni.gov.uk](mailto:info@pointer-ni.gov.uk)). Quhan a boadie hes uised a laafu Ulster Scots street naime staff shud uise the Ulster Scots foarm quhan reponin tae screeds ir quyhles processin' applications. Baith Ulster Scots an' Inglis foarms shud bae pit intae the official record.

Quhar thurd pairties nicht bae involved, laike quhan a paiper nicht need tae bae scrutinised, (fer example drivin' licence), ir pit oot,(fer example plennin application), the Inglis foarm o' the street address shud bae uised forebye the Ulster Scots yin. Thair irnae onie houltis oan uisin Ulster Scots foarms o' ither pairts o' an address, laike toonlan, toon, coontie an' kintra.

Quhan contact bes bein' staired, hit wud gae alang wi' the spirit o' the Charter tae uise baith foarms tae stairt wi', an' then cairry oan uisin quhativer leid wus uised i the repon. Depairtments an' boadies adae wi' thaim ir encouraged tae uise foarms i baith leids i thair paipers an publications.

### **Speirins an' Monitorin'**

Speirins aboot this steerin' an' mair advice oan axins adae wi' business, (collougit ir screevit), shud gae tae the Equality Unit (Jackie Gregg, ext. 40867 an' Tim Laverty, ext.40850).