



Comisiynydd y
Gymraeg
Welsh Language
Commissioner

**Modelau polisi: Defnydd mewnol
o'r Gymraeg**

**Policy models: Internal use of the
Welsh language**

**comisiynyddygymraeg.cymru
welshlanguagecommissioner.wales**



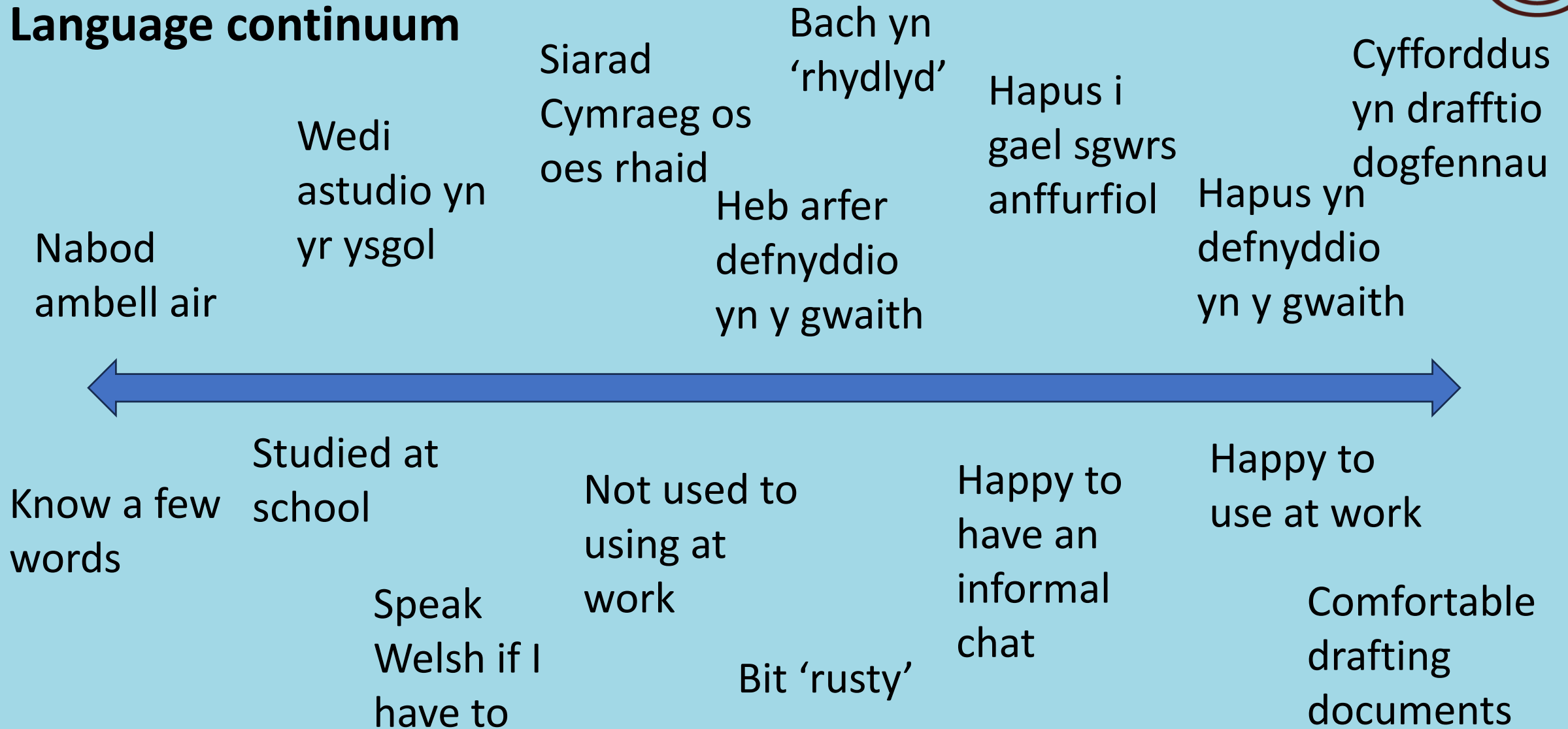
**Pa mor aml ydych chi'n
defnyddio'ch Cymraeg
yn y gwaith?**

**How often do you
use your Welsh at
work?**



Continwwm ieithyddol

Language continuum



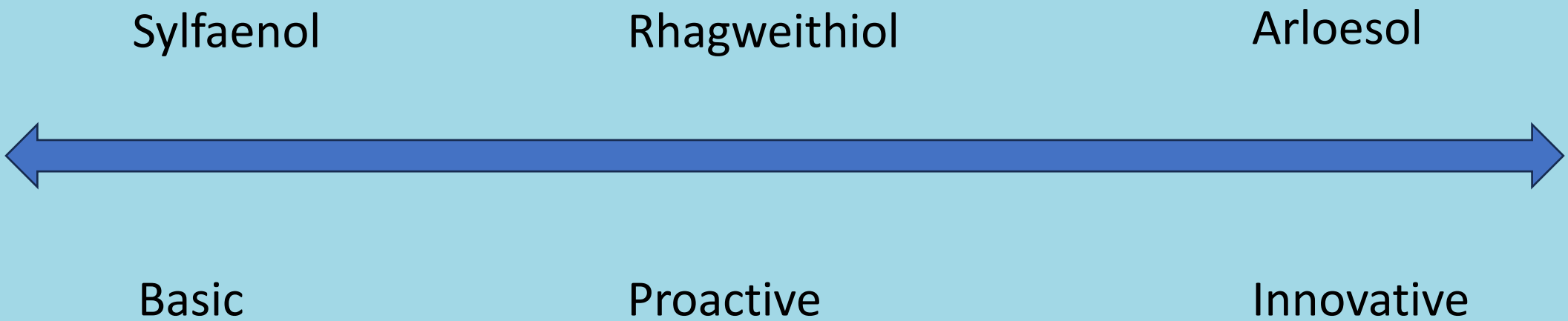


Beth ddylai polisi defnydd mewnol wneud?

What should an internal use policy do?

- Mynd tu hwnt i weithrediad y safonau yn unig
- Ystyried defnydd ffurfiol ac anffurfiol
- Canolbwyntio ar eich staff a dod â phawb gyda chi
- Adnabod gwaelodlin neu amcan o'ch sefyllfa bresennol
- Gosod amcanion clir a chynllun gweithredu
- Gwreiddio yng ngweithgaredd ehangach y sefydliad
- Go beyond the operation of the standards alone
- Consider formal and informal use
- Focus on your staff and bring everyone along with you
- Identify a baseline or idea of your current situation
- Set clear objectives and an operational plan
- Embed within your organisation's wider activity

Continwwm ieithyddol
Language continuum



Gosod nod ac uchelgais

Set a goal or ambition



- Ystyried eich sefyllfa ar hyn o bryd
 - Ble hoffai'r sefydliad fod ar ddiwedd cyfnod y polisi?
 - Ydych chi mewn lle i osod targed meintiol neu a fyddai datganiad o fwriad yn fwy addas?
- Consider your current situation
 - Where would your organisation like to be at the end of the policy?
 - Can you set a measurable target or would a statement of intent be more appropriate?

Themâu

Themes



- **Arweinyddiaeth:** creu a chynnal yr amodau cywir trwy gydol y sefydliad
- **Magu hyder:** creu'r amodau i bawb deimlo'n hyderus i ddefnyddio'r Gymraeg sydd ganddyn nhw
- **Seilwaith weinyddol:** sicrhau bod prosesau mewnol yn creu amgylchedd ble gall y Gymraeg ffynnu. Mae hyn yn cynnwys technoleg, materion cyflogaeth a chyfieithu



- **Leadership:** creating and maintaining the right conditions in the organisation
- **Building confidence:** creating the conditions for everyone to feel confident using the Cymraeg they have
- **Administrative infrastructure:** ensuring that internal processes create an environment where Welsh can thrive. This includes technology, employment matters and translation

Arweinyddiaeth Leadership

- Arwain drwy esiampyl
 - Sicrhau atebolrwydd a strwythurau cadarn
 - Cyfathrebu mewnol
 - Datblygu delwedd fel sefydliad Cymraeg
- Leading by example
 - Ensuring accountability and robust structures
 - Internal communication
 - Developing an image as a Welsh organisation



Magu hyder

Building confidence

- Cefnogi defnydd o'r Gymraeg (yn ffurfiol ac anffurfiol)
- Dathlu llwyddiannau
- Codi ymwybyddiaeth
- Dangos uchelgais
- Support the use of Welsh (formal and informal)
- Celebrate successes
- Raise awareness
- Demonstrate ambition



Seilwaith weinyddol

Administrative infrastructure

- Materion cyflogaeth: contractau, polisiau
 - Technoleg
 - Prosesau cyfieithu
- Employment matters: contracts, policies
 - Technology
 - Translation processes



Sefydliadau ymgynghori Consultation partners



- Cyngor Sir Ddinbych / Denbighshire County Council
- Cyngor Sir Caerffili / Caerphilly County Council
- Cyngor Sir Castell Nedd Port Talbot County Council
- Swyddfa Ymddygiad Annibynnol yr Heddlu / IOPC
- Heddlu De Cymru a Heddlu Gwent / South Wales & Gwent Police
- Amgueddfa Cymru / Museum Wales
- Gwasanaeth Tân ac Achub Gorllewin a Chanolbarth Cymru / MAWW Fire and Rescue Service
- Cyngor y Celfyddydau / Arts Council Wales
- Cyngor Gweithredu Gwirfoddol Cymru / WCVA



Camau nesaf

Next steps

- Addasu'r modelau polisi sylfaenol a rhagweithiol yn dilyn adborth
- Datblygu adnoddau cefnogol:
 - Pencampwyr iaith
 - Cynllun mentora
 - Cynyddu defnydd anffurfiol
 - Arweinyddiaeth
 - Technoleg
- Gwaith thematig:
 - Mesur defnydd
 - Theori newid
 - Newid ymddygiad
 - Cyfathrebu mewnol



- Adapt the basic and proactive policy model based on feedback
- Develop resources:
 - Welsh language champions
 - Mentoring schemes
 - Informal use
 - Leadership
 - Technology
- Thematic work:
 - Measuring use
 - Theory of change
 - Influencing behaviour
 - Internal communication



Draw atoch chi

Over to you



- Ydych chi'n teimlo fod gan eich sefydliad drefn mewn lle i gefnogi staff i ddefnyddio eu Cymraeg ar hyn o bryd?
- Beth fyddai eich uchelgais o ran y Gymraeg yn eich sefydliad?
- Beth sydd angen ei rhoi mewn lle i gyrraedd y lle hynny?

- Do you feel your organisation has a system in place to support staff to use their Welsh at the moment?
- What is your ambition for your organisation?
- What steps need to be taken to get there?

