



Department of  
**Agriculture,  
Food and the Marine**

An Roinn  
**Talmhaíochta,  
Bia agus Mara**

**Acht na dTeangacha Oifigiúla, 2003**

**Scéim Teanga**

**Ó 2016 go dtí 2019**

**Official Languages Act 2003**

**Language Scheme**

**2016 to 2019**

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# Mír 1

## Cúlra

Tugadh chéad Scéim Teanga na Roinne isteach i Meitheamh 2006. Réitíodh an dara Scéim Teanga seo faoi Alt 15 d’Acht na dTeangacha Oifigiúla, 2003. Déantar foráil in Alt 11 den Acht do Scéim reachtúil a réiteach ag comhlachtaí poiblí ina sonraítear na seirbhísí a sholáthróidh siad:

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

Chomh maith leis sin, sonraítear na bearta a nglacfar leo lena chinntiú go soláthraíonn an comhlacht trí Ghaeilge aon seirbhísí nach soláthraítear trí Ghaeilge faoi láthair.

Foráiltear in Alt 12 den Acht do réiteach treoirlínite ag an Aire Ealaíon, Oidhreacht agus Gaeltachta agus dá n-eisiúint do chomhlachtaí poiblí le cabhrú le réiteach na ndrúacht-Scéimeanna. Cuireadh an Scéim seo i dtoll a chéile i gcomhlíonadh na dtreoirlínite seo. Fuarthas fógra faoi Alt 15 d’Acht na dTeangacha Oifigiúla, 2003 ón Aire Ealaíon, Oidhreacht agus Gaeltachta inar iarradh ar an Roinn tabhairt faoi athbhreithniú ar a céad Scéim agus drúacht-Scéim nua a réiteach agus a chur faoina bhráid.

Tá athbhreithniú déanta ar an gcéad Scéim, faoi mar a iarradh agus réitíodh an dara Scéim Teanga seo ina leagtar amach bearta sonracha chun leibhéal agus cáilíocht na seirbhíse a fhorbairt agus a chur chun cinn a sholáthróidh an Roinn do chainteoirí Gaeilge.

## Réiteach na Scéime

Fad a bhí an Scéim seo á réiteach, tugadh an aird cheart ar na Treoirlínite a d’eisigh an Roinn Ealaíon, Oidhreacht agus Gaeltachta. Anuas air sin, cuireadh comhairliúchán ar bun leis na páirtithe leasmhara ábhartha. Chuir ár dtaithí leis an gcéad Scéim eolas ar fáil don Scéim nua.

Tá an Roinn teoraithe ag an bprionsabal gur cheart seirbhísí Gaeilge a sholáthar a bheith bunaithe ar an méid a leanas:

- an bunleibhéal éilimh ar sheirbhísí sonracha i nGaeilge
- an tábhacht a bhaineann le cur chuige réamhghníomhach maidir le soláthar na seirbhísí siúd, agus

# Section 1

## Background

The Department's first Language Scheme was introduced in June 2006. This second Language Scheme was prepared under Section 15 of the Official Languages Act, 2003. Section 11 of the Act 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.

It also details 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.

Section 12 of the Act provides for the preparation of guidelines by the Minister for Arts, Heritage and the Gaeltacht and their issue to public bodies to assist in the preparation of draft Schemes. This Scheme has been drawn up in conformity with these guidelines. A notice under section 15 of the Official Languages Act 2003 was received from the Minister of Arts, Heritage and the Gaeltacht requesting that the Department carry out a review of its first Scheme and to prepare and submit to him a new draft Scheme.

The first Scheme has now been reviewed as requested and this second Language Scheme has been prepared setting out specific measures to develop and advance the level and quality of service the Department will provide to speakers of Irish.

## Preparation of the Scheme

In the preparation of this Scheme, due regard has been given to the Guidelines issued by the Department of Arts, Heritage, and the Gaeltacht. In addition, there has been consultation with relevant stakeholders. The new Scheme has been informed by our experience with the first Scheme.

The Department is guided by the principle that the provision of Irish language services should be based on:

- the underlying level of demand for specific services in the Irish language
- the importance of a proactive approach to provision of such services, and
- the resources, including human and financial resources, and the capacity of the body concerned to develop or access the necessary language capability.

- na hacmhainní, lena n-áirítear acmhainní daonna agus airgeadais, agus cumas an chomhlachta phoiblí atá i gceist chun an cumas riachtanach teanga a fhorbairt nó a rochtain.

Cuireann an Scéim seo le prionsabail na Seirbhíse Ardchaighdeáin do Chustaiméirí agus lenár gCairt Chustaiméirí. Cuireadh an Scéim i dtoll a chéile agus é mar aidhm a chinntiú go rachfar i ngleic go hiomlán le gach dualgas ábhartha faoi Acht na dTeangacha Oifigiúla a leagtar ar an Roinn ar bhonn céimnitheach, tríd an Scéim seo agus Scéimeanna amach anseo. Sa chás nár cuireadh i bhfeidhm gealltanais inár gcéad Scéim go hiomlán go dtí seo, bhí an tsaincheist seo á plé le hOifig an Choimisinéara Teanga.

### **Ábhar na Scéime Nua**

Is iad cuspóirí an dara Scéim seo chun cur leis an dul chun cinn a bhain an Roinn amach ó 2006 i leith agus seirbhísí ardchaighdeáin á soláthar dár gcustaiméirí labhartha Gaeilge agus chun an réimse seirbhísí atá ar fáil go dátheangach thar shaolré na Scéime a leathnú.

San áireamh sa Scéim, chomh maith leis sin, tá gealltanais chun measúnú a dhéanamh, ar bhonn leanúnach, ar an leibhéal d'éileamh atá ar sheirbhísí trí Ghaeilge agus lena chinntiú go leanann an Roinn ag freastal ar an éileamh seo ar bhealach pleanáilte, comhleanúnach agus inrochtana.

Ina theannta sin, cuireann an Scéim nua seo le prionsabail na seirbhíse ardchaighdeáin do chustaiméirí, agus leanfaidh sí lena chinntiú go n-éascófar na daoine siúd ar mian leo tabhairt faoina ngó trí Ghaeilge. Ní mór an comhthéacs seirbhíse poiblí atá i gceist faoi láthair a chur san áireamh, áfach, agus ina leith seo, d'fhéadfadh na srianta atá ar acmhainní agus ar earcaíocht earnála poiblí, anuas ar shrianta buiséadta, tionchar a imirt ar an leibhéal dul chun cinn is féidir a bhaint amach.

Aithnítear agus táthar buíoch as an am a chaith agus an iarracht a rinne gach duine a bhí páirteach sa phróiseas seo.

### **Dáta Tosaigh na Scéime**

Dheimhnigh an tAire Ealaíon, Oidhreachta agus Gaeltachta an Scéim seo an 24ú Deireadh Fómhair 2016. Cuirfear tús leis an Scéim le héifeacht ón dáta seo agus beidh sí i bhfeidhm ar feadh tréimhse trí bliana nó go dtí go ndeimhnítear Scéim nua, pé dáta is déanaí.

The Scheme complements the principles of Quality Customer Service and our Customer Charter. It has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act by the Department will be fully addressed on an incremental basis, through this and future Schemes. In the event of commitments in our first Scheme not having been fully implemented to date, this matter has been the subject of discussion with the Office of An Coimisinéir Teanga.

### **The Content of the New Scheme**

The objectives of this second Scheme are to build on the progress achieved since 2006 by the Department in the provision of quality services to our Irish-speaking customers and to broaden the range of services available bilingually over the lifetime 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 Department continues to meet this demand in a planned, coherent and accessible way.

The new Scheme also builds on the principles of quality customer service and will continue to ensure that persons who wish to conduct their business through Irish are facilitated. However, the prevailing public service context must be taken into account and in this regard, the constraints on resources and on public sector recruitment, allied with budgetary constraints, may impact on the level of progress that can be achieved.

The time and effort put in by all concerned in this process is acknowledged and appreciated.

### **Commencement Date of Scheme**

This Scheme has been confirmed on 24<sup>th</sup> October 2016 by the Minister for Arts, Heritage and the Gaeltacht. It will commence with effect from this date and shall remain in force for a period of 3 years or until a new Scheme has been confirmed, whichever is the later.

## Mír 2

### Léargas Ginearálta ar an Roinn

Bunaíodh an Roinn Talmhaíochta, Bia agus Mara an 9 Márta 2011. Tá gach ceann d'iarfheidhmeanna na Roinne Talmhaíochta, lascaigh agus Bia ar coimeád aici agus leagtar freagracht bhreise uirthi as iascaigh mhara, dobharshaothrú, taighde muirí, innealtóireacht mhuirí, forbairt cé agus cuain (seachas na cuanta tráchtála agus oileáin siúd a bhfuil an Roinn Iompair agus an Roinn Comhshaoil, Pobail agus Rialtais Áitiúil freagrach astu, faoi seach).

Coimeádann an Roinn a hiarfheidhmeanna a bhaineann le seirbhísí comhairleacha a sholáthar chun beartais Rialtais a chur i dtoll a chéile a bhaineann leis na hearnálacha talmhaíochta agus bia, anuas ar uiríll a dhéanamh thar ceann na n-earnálacha ar leibhéal AE agus domhanda. Tá an Roinn freagrach as rialáil na dtionscal talmhaíochta agus bia trí reachtaíocht náisiúnta agus an AE, anuas ar mhonatóireacht a dhéanamh ar leas ainmhithe agus plandaí. Chomh maith leis sin, leanfaidh sí le monatóireacht a dhéanamh ar threo comhlachtaí stáit atá faoina coimirce a thugann faoi thaighde, oiliúint, comhairle, forbairt/cur chun cinn an mhargaidh agus forbairt thionsclaíoch. Is é seo a leanas ráiteas misin na Roinne:

**“Forbairt inbhuanaithe na hearnála agraibhia agus muirí a stiúradh agus chun barr feabhais a chur ar an méid a chuireann siad le forbairt náisiúnta eacnamaíochta agus an timpeallacht nádúrtha”**

I Nollaig 2015, bhí líon foirne coibhéise lánaimseartha 3,032 sa Roinn. Leagtar achoimre ar Rannóg na Roinne amach in Aguisín A.

### Ár gCustaiméirí

Chun a cuid spriocanna a bhaint amach, oibríonn an Roinn i gcomhpháirtíocht dhlúth le Ranna Rialtais, gníomhaireachtaí reachtúla agus le heagraíochtaí neamhrialtasacha ar réimse saincheisteanna coiteanna maidir le cur chun cinn beartais agus scéime araon. Baintear ár gcustaiméirí ó pháirtithe leasmhara ar fud na n-earnálacha talmhaíochta, muirí agus foraoiseachta.



## Section 2

### Overview of the Department

The Department of Agriculture, Food and the Marine was established on March 9 2011. It retains all of the former functions of the Department of Agriculture, Fisheries and Food and has additional responsibility for sea fisheries, aquaculture, marine research, marine engineering, pier and harbour development (other than those commercial and island harbours which are under the responsibility of the Department of Transport and the Department of Environment, Community, and Local Government respectively) and aquaculture.

The Department retains its former functions of providing advisory services for the formulation of Governmental policies pertaining to the agriculture and food sectors, as well as making representations on behalf of the sectors at EU and global level. The Department has responsibility for the regulation of the agricultural and food industries through national and EU legislation, as well as for monitoring animal and plant welfare. It will also continue to monitor the direction of state bodies under its aegis engaged in research, training, advice, market development/promotion and industrial development. The Department's mission statement is:

**“To lead the sustainable development of the agri-food and marine sector and to optimise its contribution to national economic development and the natural environment**

In December 2015 the Department had a full time equivalent staff complement of 3,032. A summary of the Divisions of the Department are set out at Appendix A.

### Our Customers

In order to achieve its goals, the Department works in close partnership with other Government Departments, statutory agencies and non-Governmental organisations on a range of cross-cutting issues in relation to both policy and scheme implementation. Our customers are drawn from stakeholders across the agriculture, marine and forestry sectors.

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

Tá an Roinn sásta le toradh chur i bhfeidhm na mbeart ar tiomnaíodh dóibh i gcéad Scéim Teanga na Roinne. Tugtar faoi deara go ndearnadh dul chun cinn suntasach ina cumas chun freastal ar chustaiméirí a thugann faoi ghnó léi trí Ghaeilge.

I measc a tiomantais chun feabhas a chur ar an leibhéal seirbhíse sa Ghaeilge, tá:

- forbairt áiseanna fáiltithe i nGaeilge do chustaiméirí a lorgaíonn chun gnó a dhéanamh i nGaeilge ag oifigí Roinne, go háirithe iad siúd a fhreastalaíonn ar cheantair Ghaeltachta;
- faisnéis a sholáthar ar bhonn dátheangach ar scéimeanna a oibríonn an Roinn agus ar sheirbhísí a sholáthraíonn an Roinn;
- soláthar áiseanna feabhsaithe gréasánbhunaithe dátheangacha ag an Roinn;
- seoladh cineálach ríomhphoist a bhunú le haghaidh comhfhreagrais i nGaeilge ([aonadnagaeilge@agriculture.gov.ie](mailto:aonadnagaeilge@agriculture.gov.ie));
- seirbhísí a sholáthar do na meáin trí Ghaeilge sa chás go dteastaíonn siad; agus
- réimse tionscnaimh oiliúna agus forbartha a chur i bhfeidhm chun feabhas a chur ar leibhéal scileanna fhoireann na Roinne d'fhonn freastal ar riachtanais chustaiméirí a dhéanann a ngnó trí Ghaeilge.

## Assessment of extent to which services are already available through Irish

The Department is pleased with the outcome of the implementation of the measures committed to in its first Irish Language Scheme. It notes that significant progress has been made in its capacity to service customers conducting business with it through Irish.

Its commitments to improve the level of service in the Irish language included:

- the development of reception facilities in Irish for customers seeking to transact business in Irish at Department offices, especially those serving Gaeltacht areas;
- the provision of information bilingually on schemes operated and services provided by the Department;
- the provision of enhanced bilingual web based facilities by the Department;
- the establishment of a generic email address for correspondence in Irish ([aonadnagaeilge@agriculture.gov.ie](mailto:aonadnagaeilge@agriculture.gov.ie));
- the provision of services to the media through Irish where required; and
- the implementation of a range of training and development initiatives to enhance the skills level of the staff of the Department with a view to meeting the needs of customers transacting business through Irish.

## Mír 3

### Bearta feabhsaithe chun seirbhísí i nGaeilge a chur chun cinn

Is é cuspóir an dara Scéim seo chun leanúint le soláthar na ngealltanais seo agus feabhas a chur ar an leibhéal seirbhíse. Rinne an Roinn an cinneadh chun réimse tionscnaimh úra a chur i bhfeidhm chun cumas agus cáilíocht a seirbhísí do chustaiméirí trí Ghaeilge a fhorbairt agus a fheabhsú i gcaitheamh a dara Scéim trí bliana. Measann an Roinn gur féidir leis na tionscnaimh cur go mór leis an dul chun cinn a rinneadh i saolré na chéad Scéim Teanga. Anuas air sin, rinneadh na gealltanais maidir le hiascaigh mhara a rinneadh in iar-Scéim na Roinne Cumarsáide, Mara agus Acmhainní Nádurtha a chomhcheangal isteach i Scéim na Roinne Talmhaíochta, Bia agus Mara.

Cuirfidh iad seo le réimse ar leith beart, a chuirfidh an Roinn i bhfeidhm chun ceanglais Acht na dTeangacha Oifigiúla, 2003 agus na Rialacháin a tugadh isteach i nDeireadh Fómhair 2008 faoin Acht, ach go háirithe, a chomhlíonadh. Forálann na Rialacháin seo, go príomha, d'fheabhas a chur ar phróifíl na Gaeilge i gcomharthaíocht, páipéarachas agus fógraí taifeadta ó bhéal a bhfuil comhlachtaí poiblí freagrach astu.

Fad atá na tograí á gcur i dtoll a chéile, bíonn aird ag an Roinn go bhféadfadh teorannú earcaíocht na hearnála poiblí agus seirbhísí poiblí go ginearálta a bheith mar thoradh ar thosca ar nós srianta ar airgeadas poiblí. D'fhéadfaidís seo baint de chumas na Roinne chun gach ceann dá huailmhianta a bhaint amach agus seirbhísí á soláthar don phobal, ina measc siúd a bhaineann le custaiméirí labhartha Gaeilge.

## Section 3

### Enhanced measures to promote services in Irish

The objective of this second Scheme is to continue the delivery of these commitments and to enhance the level of service. The Department has decided to implement a range of fresh initiatives to develop and enhance the capacity and quality of its services to customers through Irish over the course of its second three year Scheme. The Department considers that these initiatives can build substantially on the progress made in the lifetime of the first Language Scheme. In addition, the commitments in relation to sea fisheries made in the former Department of Communication, Marine and Natural Resources' Scheme have been integrated into the Department of Agriculture, Food and the Marine's Scheme.

These will complement a separate range of measures, which the Department will be implementing to comply with the requirements of the Official Languages Act 2003 and particularly the Regulations introduced in October 2008 under the Act. These Regulations provide mainly for the enhancement of the profile of the Irish Language in signage, stationery and recorded oral announcements for which public bodies are responsible.

In formulating these proposals the Department is mindful that factors such as constraints on public finances may result in the curtailment of public sector recruitment and of public services generally. These may impinge upon the capacity the Department to achieve all of its ambitions in the delivery of services to the public, including those relating to Irish speaking customers.

## Áiseanna fáiltithe

Aithníonn an Roinn gurb iad fáilteoirí/oibreoirí lasc-chláir na chéad phointí teagmhála leis an bpobal. Leanfaidh an Roinn le soláthar leanúnach seirbhíse áiseanna fáiltithe a chinntiú i nGaeilge do chustaiméirí a lorgaíonn chun gnó a dhéanamh i nGaeilge ag oifigí Roinne i gceantair Ghaeltachta. Tabharfaimid faoin méid a leanas a sholáthar:

- Tabharfaidh an fhoireann fáiltithe/lasc-chláir ainm na Roinne i nGaeilge;
- Beidh cur amach ag an bhfoireann fáiltithe/lasc-chláir ar na bunbheannachtaí i nGaeilge;
- Tá socruithe oiriúnacha i bhfeidhm ionas gur féidir leis an bhfoireann lasc-chláir agus fáiltithe baill an phobail a atreorú, ag an deis is luaithe, chuig oifigeach ar féidir leis/léi an Ghaeilge a labhairt.

## Foilseacháin agus na Meáin

- Ceanglaítear ar an Roinn faoi Alt 10 den Acht Ráiteas, Tuarascáil Bhliantúil, Cuntais Iniúchta nó Ráitis Airgeadais agus aon cháipéis ina leagtar amach tograí beartais a fhoilsiú go comhuaineach i nGaeilge agus i mBéarla.
- Sa mhullach ar a cuid dualgas faoi Alt 10 d'Acht na dTeangacha Oifigiúla, 2003 chun cáipéisí áirithe a fhoilsiú sa dá theanga oifigiúil go comhuaineach, foilseoidh an Roinn cáipéisí corparáideacha eile, ar nós na Cairte Custaiméirí agus an Plean Gníomhaíochta Custaiméirí, Cairt Cheart na bhFeirmeoirí agus leabhrán na Scéimeanna agus na Seirbhísí, i nGaeilge agus i mBéarla.
- Déanfar foilseacháin na Roinne ar ráitis nó ar athbhreithnithe móra beartais, go ginearálta, a chur ar fáil go dátheangach. Má mheastar gurb iomarcach costas foilsithe dhátheangaigh in aon chás ar leith, mar gheall ar mhéid na cáipéise, féadfaidh an Roinn a roghnú chun an achoimre feidhmiúcháin agus moltaí a fhoilsiú i bhformáid dhátheangach.
- Cuirfear foilseacháin a chuireann comhlachtaí eile i dtoll a chéile ach atá ar fáil ón Roinn sa teanga inar fhoilsigh an Roinn a chuir i dtoll a chéile iad.
- Cuirfear bileoga agus cáipéisí tábhachtacha eile ar fáil go dátheangach de réir mar a fhoilsítear iad, laistigh de shrianta buiséadta.
- Seirbhísí a sholáthar ar bhonn leanúnach do na meáin trí Ghaeilge sa chás go dteastaíonn siad.

## Reception facilities

The Department recognises that receptionists/switchboard operators are the first points of contact with the public. The Department will continue to ensure the ongoing service delivery of reception facilities in Irish for customers seeking to transact business in Irish at Department offices in Gaeltacht areas. We will endeavor to deliver the following:

- Reception/switchboard staff give the name of the Department in Irish;
- Reception/switchboard staff are familiar with the basic greetings in Irish;
- Suitable arrangements are in place so that Switchboard and reception staff can put members of the public in touch, at the earliest opportunity, with an officer who can converse in Irish.

## Publications and Media

- Section 10 of the Act requires a Statement of Strategy, Annual Report, Audited Accounts or Financial Statements and any document setting out policy proposals to be published by the Department simultaneously in Irish and English.
- In addition to meeting its obligations under Section 10 of the Official Languages Act 2003 to publish certain documents in both official languages simultaneously, the Department will publish other corporate documents, such as the Customer Charter and Customer Action Plan, the Farmers' Charter of Rights and the Schemes and Services booklet, in both Irish and English.
- Departmental publications on major policy statements or reviews will in general, be made available bilingually. If the cost of bilingual publication in any individual case is deemed excessive due to the size of the document, the Department may choose to publish the executive summary and recommendations in bilingual format.
- Publications generated by other bodies but available from the Department will be made available in the language in which they have been published by the generating Department or body.
- Other significant leaflets and documents will be made available bilingually as they are published, within budgetary constraints.
- The ongoing provision of services to the media through Irish where required.

## Na Meáin agus Óráidí

- Cuirfear 20% de phreaseisiúintí na Roinne ar fáil go dátheangach do na hasraonta meán siúd a dteastaíonn siad uathu.
- Cuirfear óráidí ar fáil sa teanga ina ndearnadh iad.

## Cruinnithe Poiblí

- Tugann an Roinn faoi thromlach a cruinnithe poiblí i dteanga an Bhéarla amháin. Ar a shon sin, déanfaidh an Roinn, nuair is gá, foireann a sholáthar atá inniúil sa Ghaeilge le haghaidh cruinnithe i gceantair Ghaeltachta nó nuair a bhítear ag déileáil le saincheisteanna Gaeilge/Gaeltachta.
- Nuair is gá, tabharfaidh an Roinn faoina chinntiú go dtabharfar faoi chruinnithe a chuirtear ar bun sa Ghaeltacht i nGaeilge agus cuirtear aistriúchán comhuaineach ar fáil go dtí an Béarla, nuair is cuí.
- Cuirfear cruinnithe a eagraíonn an Roinn a dhéileálann le saincheisteanna Gaeilge ar bun i nGaeilge nó go dátheangach, faoi mar is cuí.

## An Láithreán Gréasáin agus Teicneolaíocht Faisnéise

- Tá líon príomhcháipéisí agus foirmeacha is díol spéise don phobal ar fáil i nGaeilge ar an láithreán gréasáin. Beartaíonn an Roinn chun an líon cáipéisí a fhairsingiú atá ar fáil i nGaeilge thar shaolré na scéime.
- Dá dtabharfadh an Roinn aon láithreáin ghréasáin nua isteach i gcaitheamh na Scéime, beidh an t-ábhar statach tosaigh ar na láithreáin ghréasáin seo dátheangach.
- I dtaobh cur teachtaireachtaí ríomhairithe réamhthairfeadta. Beidh an séanadh caighdeánach ar chumarsáid ríomhphoist dátheangach. Féadfaidh comhaltaí aonair foirne a roghnú chun an chuid den teachtaireacht ríomhphoist “as oifig” nach ngineann an córas a bheith i nGaeilge nó i mBéarla nó dátheangach.



## Media and Speeches

- 20% of Departmental press releases will be made available bilingually to those media outlets that require them.
- Speeches will be made available in the language in which they are delivered.

## Public meetings

- The Department conducts the majority of its public meetings in the English language only. However, the Department will, when warranted, provide staff proficient in Irish for meetings in Gaeltacht areas or when dealing with Gaeltacht / Irish language issues.
- Where required, the Department will endeavour to ensure that meetings held in the Gaeltacht will be conducted in Irish with simultaneous translation to English provided, as appropriate.
- Meetings organised by the Department that deal with Irish language issues will be held in Irish or bilingually, as appropriate.

## Website and Information Technology

- A number of key documents and forms of interest to the public are available in Irish on the website. The Department plans to expand the number of documents available in Irish over the lifetime of the scheme.
- Should the Department introduce any new websites during the course of the Scheme, the static introductory content on these websites will be bilingual.
- For pre-recorded computerised messaging. The standard disclaimer on email communications will be bilingual. Individual staff members can choose to put the non-system generated part of the “out of office” e-mail message in Irish or English or bilingually

## Oiliúint agus Forbairt

- Leanfaidh an Roinn le hoiliúint Gaeilge a sholáthar, faoi mar a theastaíonn ón Roinn, don fhoireann, agus aird ar leith ar oifigí a fhreastalaíonn ar cheantair Ghaeltachta.
- Spreagfaidh an Roinn an fhoireann a thugann faoi ghnó oifigiúil trí Ghaeilge chun tabhairt faoi staidéar féintreoraithe a fhad le leibhéal teastais, diplóma agus céime tríd an Scéim um Aisiocaíocht Táillí Acadúla.
- Déanfaidh an Roinn mír thiomnaithe a choimeád agus a fhorbairt i seirbhís Inlín na Foirne ('eZone') go gcuirfidh an fhoireann comhairle ar a chéile ar dhualgais na Roinne faoi Acht na dTeangacha Oifigiúla agus an Scéim Gaeilge agus chun cabhrú leo chun forálacha an dá ruda a chomhlíonadh.

## Tionscnaimh Eile

- Cuirfear iarratais ar Thairiscintí ar fáil i mBéarla amháin, mura mbaineann an tairiscint féin le saincheist theanga na Gaeilge.
- Lorgóidh an Roinn chun cáilíocht na cáipéisíochta a fhoilsíonn sí a bharrfheabhsú i nGaeilge agus lena chinntiú go mbaintear luach uasta ar airgead óna caiteachas ar ghníomhaíochtaí Gaeilge.
- I gcaitheamh thréimhse na Scéime, tabharfaidh an Roinn teicneolaíocht ghutháin isteach chun taifeadadh teachtaireachtaí dátheangacha 'as oifig' a éascú d'fhonn deis níos fusa a sholáthar do chustaiméirí chun a ngnó a dhéanamh trí Ghaeilge.
- Chun comhlíonadh na Rialachán a éascú, sa mhéid go mbaineann siad le comharthaíocht, cuirfidh an Roinn aistriúcháin Ghaeilge ar fáil don fhoireann ar réimse téarmaí áisiúla le haghaidh comharthaí sealadacha a bhféadfadh go mbeadh orthu a thaispeáint ó am go chéile ina n-oifigí.

## Training & Development

- The Department will continue to provide Irish language training, as required by the Department, to staff, having regard especially to offices which serve Gaeltacht areas.
- The Department will encourage staff who conduct official business through Irish to engage in self-directed study to certificate, diploma and degree level through the Refund of Academic Fees Scheme.
- The Department will maintain and develop a dedicated section in its Staff Intranet service ('eZone') for staff to advise staff of the Department's obligations under the Official Languages Act and the Irish Language Scheme and assist them in complying with the provisions of both.

## Other Initiatives

- Requests for Tenders will be made available in English only unless the tender itself relates to an Irish language issue.
- The Department will seek to optimise the quality of documentation it publishes in the Irish language and to ensure maximum value for money from its expenditure on Irish-language activities.
- Over the period of the Scheme the Department will roll out telephone technology to facilitate the recording of bilingual out of office messages with a view to offering customers an easier opportunity to transact their business through Irish.
- To facilitate compliance with the Regulations insofar as they relate to signage, the Department will make available to staff Irish translations of a range of useful terms for temporary signs which they may need to display from time to time in their offices.

## **An Ghaeltacht**

I ndiaidh atheagrú Ranna Rialtais in 2007 agus i ndiaidh gur athshannadh freagracht ar an Roinn, dá bharr, as saincheisteanna iascaigh mhara, tá dhá oifig anois ag an Roinn (arb Ionaid Iascaigh Cuain an dá cheann díobh) atá lonnaithe i gceantair Ghaeltachta.

Tá ceann amháin lonnaithe i Ros an Mhíl, Contae na Gaillimhe agus tá an ceann eile lonnaithe sa Daingean, i gContae Chiarraí. Is ionann na hoifigí seo agus an comhéadan is díri atá ag an Roinn le cainteoirí Gaeilge agus, mar thoradh air sin, baineann an-tábhacht lena cumas chun ardleibhéal seirbhísí a sholáthar trí Ghaeilge. Tá an Roinn sásta go bhfuil foireann imlonnaithe sna láithreacha siúd atá dátheangach go feidhmeach. Tabharfaidh an Roinn faoina chinntiú go ndéantar an teanga oibre den Ghaeilge in oifigí atá lonnaithe i gceantair Ghaeltachta faoi dheireadh 2020 agus tugann an Roinn faoi sheirbhís a sholáthar trí Ghaeilge do mhuintir an phobail i gceantair Ghaeltachta i gcaitheamh shaolré na Scéime seo.

Chuir an Roinn na socruithe riachtanacha i bhfeidhm lena chinntiú go leanfar le Logainmneacha oifigiúla cheantair Ghaeltachta a úsáid, faoi mar a fhógraíonn an tAire san Ordú Logainmneacha (Ceantair Ghaeltachta), 2005 mar an logainm réamhshocraithe ar mhaithe le cuspóirí corparáideacha, cuspóirí reachtúla corparáideacha agus staitistiúla ina measc, sa chás gur cuí.

## **Poist Shainithe Ghaeilge**

Agus aird ar bheartas an Rialtais chun seirbhísí feabhsaithe as Gaeilge a sholáthar, shainaithin an Roinn sé phost a bhfuil inniúlacht sa Ghaeilge ina riachtanas buntábhachtach dóibh. Tá cúig de na poist siúd ag oifigh faoi láthair a bhfuil inniúlacht sa Ghaeilge acu agus déanfar gach iarracht an post eile a líonadh faoi dheireadh na Scéime seo agus aird ar bheartais earcaíochta, ardaithe céime agus oiliúna, de réir mar is cuí. Cuireann seo ar chumas na Roinne chun feabhsú na seirbhísí i nGaeilge de réir a chéile a phleanáil agus tús áite a thabhairt dó ar bhealach níos straitéisí.

## **An Ghaeltacht**

Following a reorganisation of Government Departments in 2007 and the consequent reassignment to it of the responsibility for sea fisheries matters, the Department now has two offices (both of which are Fishery Harbour Centres) located in Gaeltacht areas.

One is located in Ros a Mhíl, Co. Galway and the other in An Daingean, Co. Kerry. These offices represent the most direct interface which the Department has with Irish speakers and as a consequence, their capacity to provide a high level of services through Irish is very important. The Department is satisfied that there are staff deployed in those locations who are functionally bilingual. The Department will endeavour to ensure that Irish becomes the working language in offices located in Gaeltacht areas by the end of 2020 and the Department undertakes to provide a service through Irish to members of the public in Gaeltacht areas over the lifetime of this Scheme.

The Department has put in place the necessary arrangements to ensure that official Placenames of Gaeltacht areas as declared by the Minister in the (Ceantair Ghaeltachta) Placenames Order 2005 will continue to be used as the default for corporate purposes, including, where appropriate, legislative corporate and statistical purposes.

## **Designated Irish Language Posts**

Having regard to Government policy for enhanced provision of services in Irish, the Department has identified six posts for which Irish language competency is an essential requirement. Five of those posts are currently filled by officers with competence in Irish and every effort will be undertaken to fill the remaining position by the end of this Scheme having regard to recruitment, promotion and training policies, as appropriate. This enables this Department to plan and prioritise the incremental improvement of services in Irish in a more strategic manner.

<b>Poist Shainithe Ghaeilge</b>			
<b>Teideal an Phoist</b>	<b>Láthair</b>	<b>An Ghaeltacht/an pobal labhartha Gaeilge ar a bhfreastalaítear</b>	<b>Tuairim den chaighdeán Gaeilge a theastaíonn (roghnaigh idir ‘bunúsach’, ‘meánach’ nó ‘ardleibhéal’)</b>
Oifigeach Feidhmiúcháin (folamh faoi láthair)	An Rannóg Gnóthaí Corparáideacha (Aonad na Gaeilge)	Lonnaithe i bPort Laoise	Gaeilge fheidhmeach dátheangach
Cigire Talmhaíochta	Struchtúir Thimpeallacht Talmhaíochta (an AES) –	Corcaigh/Ciarraí	Gaeilge fheidhmeach dátheangach
Cigire Talmhaíochta	Struchtúir Thimpeallacht Talmhaíochta	Dún na nGall	Gaeilge fheidhmeach dátheangach
Cigire Cúnta Talmhaíochta	Struchtúir Thimpeallacht Talmhaíochta	Maigh Eo agus Gaillimh	Gaeilge fheidhmeach dátheangach
Oifigeach Cléireachais	An Rannóg Innealtóireacht Bhainistíochta	Ionad Iascaigh Cuain an Daingin	Gaeilge fheidhmeach dátheangach
Oifigeach Cléireachais	An Rannóg Innealtóireacht Bhainistíochta	Ionad Iascaigh Cuain Ros an Mhíl	Gaeilge fheidhmeach dátheangach

## Designated Irish Language Posts

Title of Post	Location	Gaeltacht/Irish speaking community served	Indication of standard of Irish required (choose from basic, intermediate or advanced)
Executive Officer (currently vacant)	Corporate Affairs Division, (Irish language Unit,)	Located in Portlaoise	Functional Irish bilingual
Agricultural Inspector	Agricultural Environment Structures (AES) –	Covering Cork/Kerry	Functional Irish bilingual
Agricultural Inspector	Agricultural Environment Structures	Covering Donegal	Functional Irish bilingual
Assistant Agricultural Inspector	Agricultural Environment Structures –	Covering Mayo and Galway	Functional Irish bilingual
Clerical Officer	Management Engineering Division	An Daingean Fishery Harbour Centre (Dingle)	Functional Irish bilingual
Clerical Officer	Management Engineering Division	Ros an Mhíl Fishery Harbour Centre	Functional Irish bilingual

## Mír 4

### Monatóireacht agus Athbhreithniú

Déanfaidh an fhoireann bhainistíochta sinsearaí laistigh den Roinn monatóireacht agus athbhreithniú ar bhonn rialta ar chur i bhfeidhm na Scéime.

- Scaiptear faisnéis a dhéanann achoimriú ar fhorálacha na Scéime seo ar an bhfoireann agus cuirfear ar fáil í don phobal ar líne trí láithreán gréasáin na Roinne.
- Beidh cur i bhfeidhm na Scéime seo ina chuid lárnach de phróisis phleanála gnó na Roinne.
- Coimeádfar an Coiste Comhairleach Bainistíochta ar an eolas ar aon saincheisteanna a eascraíonn ó chur i bhfeidhm na Scéime.
- Leanfaidh Aonad na Gaeilge le cur i bhfeidhm an Achta, na Rialachán agus na Scéime a éascú agus a chur chun cinn agus chun measúnú a dhéanamh ar éifeachtacht na mbeart a ghlahtar.

## Mír 5

### Poibliú a dhéanamh ar an Scéim Chomhaontaithe

Poibleofar an Scéim seo go himheánach agus go seachtrach araon, trí phreaseisiúint i dtosach báire. Cuirfear leagan dátheangach den scéim ar fáil ar ár láithreán gréasáin agus scaipfear í ar ár bhfoireann go léir.

Sa bhreis air sin, glacfaimid gach deis inár n-idirghníomhú laethúil le custaiméirí chun na seirbhísí a chur chun cinn agus a phoibliú a chuirimid ar fáil i nGaeilge.

Cuirfear cóip den scéim chomhaontaithe faoi bhráid Oifig an Choimisinéara Teanga.

Is é leagan Béarla na scéime seo an leagan oifigiúil.



## Section 4

### Monitoring and Review

The implementation of the Scheme will be monitored and reviewed on a regular basis with senior management within the Department

- Information summarising the provisions of this Scheme will be distributed to staff and made available to the public online through the Department's website.
- Implementation of this Scheme will be an integral part of the Department's business planning processes.
- The Management Advisory Committee will be kept informed of any issues arising from the implementation of the Scheme.
- The Irish Language Unit will continue to facilitate and drive implementation of the Act, the Regulations and the Scheme and to assess the effectiveness of the measures being taken.

## Section 5

### Publicising of Agreed Scheme

This Scheme will be publicised both internally and externally, through a press release initially. A bilingual version of the Scheme will be made available on our website and circulated to all staff.

In addition, we will take every opportunity in our day to day interaction with customers to promote and publicise the services we provide in Irish.

A copy of the agreed Scheme will be forwarded to the Office of An Coimisinéir Teanga.

The English language version of this Scheme is the official version.

# Aguisín A – An Eagraíocht agus Struchtúr

## Rannóga na Roinne

Is éard atá i struchtúr Bainistíochta na Roinne faoin Ard-Rúnaí, Rúnaithe Cúnta, an Príomhoifigeach Tréidliachta, an Príomhchigire, an Stiúrthóir Bainistíochta agus Teicneolaíochta Faisnéise (BTF) agus Stiúrthóir na Saotharlann.

Tugtar an struchtúr thíos, Rannóga tuairiscithe ina measc:

## An Rúnaí Cúnta – Cúrsaí Mara agus Iascaigh

- Beartas agus Forbairt Bia Mara
- Bainistíocht Dobharshaothraithe agus Urthrá
- Innealtóireacht Mhuirí
- Riaracháin Iascaigh Mhara
- Gníomhaireachtaí agus Cláir Mhuirí

## An Príomhchigire

- Beartas, Táirgeadh agus Sábháilteacht Barr
- Measúnacht agus Deimhniúchán Barr
- Sláinte Phlandaí agus Gairneoireacht
- Rialú Lotnaidicídí
- Clárú Lotnaidicídí
- Ábhair Bheatha, Leasacháin, Grán agus Éineoil
- Póru, Táirgeadh agus Trádáil Beostoic
- Níotráit, Bithéagsúlacht agus Innealtóireacht
- Taighde, Bia agus Coidéacs

## An Príomhoifigeach Tréidliachta

- Iniúcháireacht, Forfheidhmiú, Eitic agus Rialachas Eagraíochtúil agus Aonad na nImscrúduithe Speisialta
- Sláinte Phoiblí Tréidliachta a Chur i bhFeidhm
- Beartas um Shláinte Phoiblí Tréidliachta agus Trádáil Idirnáisiúnta
- Freagairt an NDCC/Teagmhais agus Sláinte Ainmhithe Idirnáisiúnta
- Sláinte Neamh-athchogantach Ainmhithe, Leas Ainmhithe agus Leigheasanna Ainmhithe
- An TSE, Fotháirgí Ainmhithe agus Faireachas ar Shláinte Ainmhithe

# Appendix A - Organisation and Structure

## Divisions of the Department

The Management structure of the Department under the Secretary General comprises of Assistant Secretaries, the Chief Veterinary Officer, the Chief Inspector, Information Management and Technology (IMT) Director and Director of Laboratories.

The structure is given below including reporting Divisions:

### Assistant Secretary - Marine and Fisheries

- Seafood Policy & Development
- Aquaculture & Foreshore Management
- Marine Engineering
- Sea Fisheries Administration
- Marine Agencies & Programmes

### Chief Inspector

- Crop Policy, Production and Safety
- Crops Evaluation and Certification
- Plant Health and Horticulture
- Pesticides Control
- Pesticide Registration
- Feedstuffs, Fertilisers, Grain and Poultry
- Livestock Breeding, Production and Trade
- Nitrates, Biodiversity & Engineering
- Research Food and Codex

### Chief Veterinary Officer

- Audit, Enforcement, Ethics and Organisational Governance and Special Investigations Unit
- Veterinary Public Health Implementation
- Veterinary Public Health Policy and International Trade
- NDCC/Contingency response & Animal Health International
- Non-ruminant Animal Health, Animal Welfare & Animal Remedies
- TSE, Animal By-Products & Animal Health Surveillance
-

- Bainistíocht Limistéar Tréidliachta – an Deisceart
- Bainistíocht Limistéar Tréidliachta – an Tuaisceart
- Sláinte Neamh-Athchogantach Ainmhithe, an ERAD, Clárúchán Áitreabh agus Aithint Ainmhithe
- Aithint agus Gluaiseacht Ainmhithe
- Sláinte agus Leas Ainmhithe
- An ERAD/Cógais Tréidliachta agus Riarachán Oifige Réigiúnaí

### **Stiúrthóir – an IMT**

- Córais Íocaíochta Feirme Dírí IMT
- Córais Iascaigh, Airgeadais, Chustaiméara agus Ainmhithe an IMT
- Bonneagar an IMT
- Oifig Chláir an IMT

### **Rúnaí Cúnta – Rialachas**

- Airgeadas
- Cuntais
- Seirbhísí Díl
- Gnóthaí Corparáideacha/Saoráil Faisnéise agus Oifig an Aire
- Pearsanra agus Oiliúint
- Cóiríocht, Eagraíocht Idirnáisiúnta na gCaighdeán (an ISO) agus Sláinte agus Sábháilteacht
- Seirbhísí Bainistíochta agus an Láraonad Soláthair
- Grúpa Iniúchóireachta Inmheánaí (*feidhm mhaoirseachta*)
- Achomhairc Thalmhaíochta (*feidhm mhaoirseachta*)

### **An Rúnaí Cúnta – Struchtúir Thalmhaíochta, Tacaíochtaí Margaíochta, Foraoiseacht**

- Struchtúir Thalmhaíochta agus Tacaíochtaí Margaíochta Eile
- An Timpeallacht agus Struchtúir Thalmhaíochta
- Seirbhís Foraoiseachta
- Cigireacht na Seirbhíse Foraoiseachta
- Forbairt na hEarnála Foraoiseachta

- Veterinary Area Management - South
- Veterinary Area Management - North
- Ruminant Animal Health, ERAD, Premises Registration and Animal Identification
- Animal Identification & Movement
- Animal Health & Welfare
- ERAD/Veterinary Medicines & Regional Office Administration

### **Director - IMT**

- IMT Direct Farm Payment Systems
- IMT Animal, Customer, Financials & Fisheries Systems
- IMT Infrastructure
- IMT Programme Office

### **Assistant Secretary - Governance**

- Finance
- Accounts
- Legal Services
- Corporate Affairs/F.O.I & Minister's Office
- Personnel and Training
- Accommodation, ISO and Health & Safety
- Management Services and Central Procurement Unit
- Internal Audit Group (*oversight role*)
- Agricultural Appeals (*oversight role*)

### **Assistant Secretary - Agriculture Structures, Market Supports, Forestry**

- Agriculture Structures and Other Market Supports
- Agricultural Environment and Structures
- Forest Service
- Forest Service Inspectorate
- Forest Sector Development

## **Rúnaí Cúnta – Táirgí Beostoic, Bia**

- Beartas Feola agus Bainne
- Sláinteachas Bainne agus Feola agus Fotháirgí Ainmhithe
- Rialúcháin Déiríochta
- Idirchaidreamh Sábháilteachta Bia
- Forbairt Thionscal an Bhia

## **An Rúnaí Cúnta – an AE, Trádáil, Eacnamaíocht, Forbairt Tuaithe, Inbhuanaitheacht**

- Trádáil an AE agus Idirnáisiúnta
- Forbairt Tuaithe an Chomhbheartais Talmhaíochta (an CBT)
- Eacnamaíocht agus Pleanáil
- Beartas um Athrú Aeráide agus Bithfhuinneamh

## **Stiúrthóir na Saotharlann**

- Saotharlanna Eolaíocht Déiríochta
- Lotnaidicídí, Tástáil Síolta agus Sláinte Phlandaí
- Saotharlann Clárúcháin Sláinte Phoiblí Tréidliachta
- Baictéareolaíocht
- Paiteolaíocht
- Víreolaíocht
- Saotharlanna Réigiúnacha Tréidliachta agus Saotharlann Tástála Fola
- Bithshláid
- Aonad Riaracháin Shaotharlanna Backweston
- Feirm Longtown

## **An Rúnaí Cúnta – Íocaíocht Dhíreach, Bó Dhúil, Coillte**

- Íocaíochtaí Aonair/Scéimeanna Ba Dúil/Limistéir faoi Mhíbhuntáiste
- Scéim na nÍocaíochtaí Aonair/Cigireachtaí
- Teidlíochtaí agus Rialú Airgeadais an CBT/Íocaíochtaí Aonair
- Rialúcháin Chomhtháite Íocaíochta Dírí

## **Assistant Secretary - Livestock Products, Food**

- Meat & Milk Policy
- Milk & Meat Hygiene & Animal By-Products
- Dairy Controls
- Food Safety Liaison
- Food Industry Development

## **Assistant Secretary - EU, Trade, Economics, Rural Development, Sustainability**

- EU & International Trade
- CAP Rural Development
- Economics and Planning
- Climate Change and Bio-Energy Policy

## **Director of Laboratories**

- Dairy Science Labs
- Pesticides, Seed Testing and Plant Health
- Veterinary Public Health Regulation Laboratory
- Bacteriology
- Pathology
- Virology
- Regional Veterinary Laboratories and Blood Testing Laboratory
- Biosecurity
- Backweston Labs Admin Unit
- Longtown Farm

## **Assistant Secretary - Direct Payment, Suckler Cow, Coillte**

- Single Payments/Suckler Cow Schemes/Disadvantaged Areas
- Single Payments Scheme/Inspections
- CAP/Single Payment Entitlements & Financial Control
- Direct Payment Integrated Controls