

POLICY STATEMENT

In an effort to foster a cooperative approach and clear lines of communication, OGA offers the following information to the Nova Scotia Gaelic Community – individuals, groups and organizations – as a way of providing assistance when joint ventures occur. This is meant to be a guide to coordinating events and meetings with the goal of producing the best possible outcomes for all concerned.

PURPOSE / OBJECTIVES

The purpose of this policy is to provide a pro-active approach that reflects the spirit of openness and accountability. This Protocol Policy has three (3) main objectives:

1. To communicate to the community the goals of the Office of Gaelic Affairs
2. To present aspects of Nova Scotia Gaelic cultural expression to the community in an interactive, dynamic way
3. To assist in improving connections between the Gaelic Community and the Office of Gaelic Affairs; and in enabling community members to participate more fully in Gaelic development

ROLES and RESPONSIBILITIES

The Community Individual/Group/Organization will be responsible for:

1. Contacting the OGA at INFOGAELIC@gov.ns.ca or 902-863-7578 or 1-800-842-3542 to state their intention to hold the joint Gaelic-related event with suggested date and time.
2. Booking an appropriate venue to host the Gaelic-related event
3. Setting up and restoring hall or venue (i.e. tables, chairs, dishes, cutlery and utensils deemed necessary, etc.)
4. Health and Safety at the venue while hosting the event including ensuring that a First Aid Kit is on site.
5. Providing refreshments to those who attend (*for example; tea, coffee, oatcakes*)
6. Advertising the Gaelic-related event in local area via appropriate means (such as posters, church bulletins, newspaper ads, e-mail, etc.)
7. Informing participants of local Gaelic development or events ongoing in the area, when appropriate.

The Office of Gaelic Affairs will be responsible for:

1. Checking available dates for the joint Gaelic-related event, advise the organization/group/individual of a suitable date and set a date for an organizational meeting.
2. Advertising the Gaelic-related event in its weekly Media Monitoring Report and quarterly newsletter "Misneach"
3. Providing a standard bi-lingual poster to be sent in advance to the respective community group to assist in advertising the Gaelic-related event at local stores, shops, churches, schools, public buildings, etc.
4. Remunerating those who present on aspects of Nova Scotia Gaelic Cultural expression, when required
5. Recording presentations (audio, photos and/or video), with prior permission, to add to ongoing archive of Gaelic learning materials in the province.
6. Bringing general information pamphlets & newsletters from OGA and promotional materials when available.
7. Inviting participants to be put on the OGA distribution list for further information.

Both the OGA and the host individual/group/organization will:

1. Collaborate on the selection of topics and speakers for the Gaelic-related event
2. Decide together on the Speaker(s), Presenter(s), Performer(s) and make them aware of their obligations, if required, such as:
 - a) Get confirmation of agreement to speak/perform/present and advise that they will forfeit payment if late or absent
 - b) Fill in necessary forms for remuneration
 - c) Request that they arrive at least ½ hour before the event
 - d) Request a printed text of their presentation (if applicable)
 - e) Collaborate well in advance of the event on the need for assistance with handouts/slide presentations, etc..
3. Hold a Communication Meeting: Have a meeting of all concerned with the organization / coordination of the event – at least one month in advance of the event - to ensure details and tasks are handled in a timely and efficient manner.

In connection with item 3 – if Invitations are required – a member of each (i.e. OGA and Gaelic organization/group/individual) – will decide on the list of invitees at least one month in advance in the interest of personal scheduling.

ACCOUNTABILITY

CEO - CHIEF EXECUTIVE OFFICER

- overall management responsibility for the policy
- annual review of the policy

MONITORING

Compliance with the policy directives will be monitored on an ongoing basis by the CEO and OGA staff. The policy will be formally evaluated and reviewed on an annual basis by the Chief Executive Officer.

ENQUIRIES

For more information about this policy please contact:



Office of Gaelic Affairs
Oifis Iomairtean na Gàidhlig

Office of Gaelic Affairs (OGA)
155 Main Street, 2nd Floor
Antigonish, NS B2G 2B6
Telephone: (902) 863-7578, Fax (902) 863-7428

OGA MANDATE

The Office of Gaelic Affairs (OGA) is an agency of the Government of Nova Scotia. The OGA's mandate is to assist Nova Scotians in the acquisition and use of Gaelic so the culture, wisdom, heritage and traditions of Gaels are valued, practiced, and passed on to future generations. Vibrant and empowered Gaelic language and cultural communities contribute to Nova Scotia's diversity, economy, social capital and sustainable competitiveness.

Approval date:	December 22, 2010	Most recent review:	December 22, 2010
Approved by:	CEO, Office of Gaelic Affairs		
