

## Information for MIE Staff

### Obligations in relation to the Official Languages Act 2003 & the Institute's Irish Language Scheme

#### Signage

All MIE signs must be in Irish or bilingual

- Irish shall appear first
- The text in Irish shall be as prominent, visible and legible as the text in English
- The letters in the text in Irish shall not be smaller in size than the letters in the text in English
- The text in Irish shall communicate the same information as the text in English
- A word in the text in Irish shall not be abbreviated unless the word in the text in English, of which it is the translation, is also abbreviated



The above signs are in compliance with the Regulations for the following reasons:

The text in Irish appears first; it is as prominent, visible and legible as the text in English and it communicates the same information.

#### Stationery

MIE stationery including: Notepaper, Compliment slips, Fax cover, sheets, File covers and other folders, Labels, Envelopes and all MIE business cards must be in Irish or bilingual

#### Letters/emails

All correspondence received in Irish must be replied to in Irish. Supports are available from the Oifigeach Gaeilge

#### Recorded oral announcements

MIE must ensure that recorded oral announcements made by them or on their behalf are in Irish or bilingual (e.g.: Reception Office: "We are unable to take your call please leave a message").

#### Publications

MIE has a duty to publish all Annual Reports and Financial Statements simultaneously in Irish and English.

**MIE's Irish Language Scheme 2019-2021 is available in both Irish and English on the MIE website and on the Comisinéir Teanga's website. It is an objective of the Institute to make more services available through the medium of Irish on campus for students and staff who require these services.**

For further information, please contact the Oifigeach Gaeilge at:

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