LANGUAGE POLICY

CENTRE D'ESTUDIS DEMOGRÀFICS

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ÍNDEX

1. Introduction

The aim of this Guide is to provide guidelines for managing multilingualism based on principles of linguistic sustainability and the promotion of linguistic diversity in research and scientific dissemination.

In our context, managing multilingualism in a sustainable way necessarily involves harmonizing internationalization with the use of the Catalan language. In practice, this means using Catalan as a working and communication language, while combining it with other languages whenever necessary.

The Guide follows the recommendations of the Government of Catalonia within the framework of the Catalan Language Strengthening Plan in the university and research system of Catalonia.

Research centres are hubs that attract international talent, which represents both a challenge and an opportunity for Catalan. A challenge because it is essential to ensure that everyone joining a centre without knowledge of Catalan has access to resources to learn and use the language on a regular basis. At the same time, the incorporation of international talent also represents an opportunity for Catalan, because, if the right conditions are created, the language can gain new speakers among those who arrive. Therefore, active efforts must be made to facilitate the learning and use of Catalan by international research staff.

For this reason, this Guide also includes recommendations regarding linguistic reception for non-Catalan-speaking individuals.

2. Internal and External Communication

Internal and external communication should generally be guided by two main principles:

- Communications must include Catalan at a minimum.
- In communications presented in more than one language, Catalan must appear in a prominent position. In this way, besides giving visibility to Catalan as the own language of the institution, we also ensure that the information is available in Catalan to everyone able to understand it.

2.1. Internal Communication

Internal communications are considered those involving only the members of the research centre.

Written communications (pay slips, contracts, notices, circulars, email messages, internal protocols, etc.) must normally be in Catalan, without prejudice to the possibility of including other languages simultaneously.

Likewise, online tools made available to members of the research centre (intranet, surveys, etc.) must be available in Catalan, so that it is set as the default language, without prejudice to the user being able to choose any of the other available languages.

Oral communications (internal institutional events, meetings, training sessions, etc.) will be conducted in Catalan whenever the majority of participants have at least passive knowledge of the language. Special care must be taken to ensure the use of Catalan in events of institutional relevance (high-profile events, institutional visits, etc.).

In events with the presence of international participants, a multilingual approach may be adopted, such as providing written support for oral communications (in the form of presentations or accompanying documentation), using subtitles in the case of videos, alternating Catalan with other languages, providing interpretation services, or using language technologies., etc.

2.2. External Communication

External communication is understood as that addressed to individuals orgroups who are not part of the research centre.

For written communication (letters, emails, agreements, invitations to events, press releases, press articles, collaborations, etc.) with institutions, entities or individuals in Catalan-speaking territories, Catalan shall be used.

For **written communication** with institutions, entities or individuals outside Catalan-speaking territories, the language(s) that best facilitate understanding between interlocutors shall be used.

External written documentation addressed to a general or non-specific audience (informative brochures, reports, annual activity reports, etc.) must be, at a minimum, in Catalan. If the document is multilingual, Catalan must appear in a prominent position.

External **oral communications** shall normally be conducted in Catalan when they take place in Catalan-speaking territories. When the audience consists mainly of non-Catalan speakers, a multilingual communication approach may be adopted.

External oral communications outside Catalan-speaking territories shall be conducted in the official languages of the event in which the centre participates or in those that best facilitate communication between interlocutors.

2.3. Signage and Labelling

Signage and labelling, both permanent and temporary, must include information, at a minimum, in Catalan. If the signs or labels contain multilingual information, Catalan must appear in a prominent position.

2.4. Website and social networks

The CED website will have a version in Catalan, and this language will be used in its social media activity, without prejudice to the use of other languages as well.

For websites, users should be able to access the Catalan version automatically, so that they receive information in this language, with the option to change the language through a menu or dropdown.

For news and non-permanent content (job offers, time-limited campaigns, etc.), the preferred approach is to translate these sections into all languages in which the website is available. If this is not possible, it is advisable to choose the language based on the target audience (local or international), ensuring that Catalan is reasonably represented in the publications.

For social media, there are two options:

- Create and manage a single account using one or multiple languages, allowing for the possibility of posting the same content in several languages. The key point with this approach is that Catalan should not be limited to occasional or merely symbolic use. In some cases, it may be advisable to publish the same content in multiple languages, though this should not be overused as it can become redundant.
- Create and manage different accounts in different languages. This option allows followers to be segmented according to their language preference, which may be linked to other characteristics, such as being a local or international audience.

2.5. Media Interventions

Interventions in the media must be conducted in the language of the respective media outlet. It should be ensured that, in the case of media in Catalan, the center's representatives participate using this language.

2.6. Publications and Conference Presentations

Scientific journals and conferences usually inform participating researchers of the languages they operate in and accept submissions. It is therefore logical for researchers to adapt to the context and the language that will facilitate their publication or participation in the journal or conference of interest.

However, it is important not to limit oneself mechanically to English as the only option. For example, presenting in Catalan at conferences held in Catalan-speaking territories should be considered whenever possible. Similarly, publishing in Catalan in journals that operate in this language can increase the local visibility and impact of the research.

2.7. Dissemination of the Research

Participation in fairs, workshops, and outreach activities held in schools, universities, or other institutions in Catalan-speaking territories should normally be conducted in Catalan. In multilingual settings or activities, Catalan should be given a prominent position in written communications and used as the greeting language in the first interaction with the audience.

Outside Catalan-speaking territories, activities should be conducted in the languages that best facilitate understanding among participants.

2.8. Public Events

In the opening and closing of public events in Catalan-speaking territories, the presence of Catalan must be ensured, which can be combined with the use of other languages if the context requires it.

Where necessary, it is recommended to provide interpretation and translation services in multiple languages, including sign language.

3. Linguistic Onboarding

The growing presence of research and support staff coming from outside Catalan-speaking territories requires research centers to implement effective linguistic welcome measures. This facilitates the inclusion of these individuals and helps maintain linguistically sustainable dynamics within research teams and groups. In this regard, it is recommended to carry out the following actions:

- Provide information about the Catalan language, the center's language policy, and opportunities to learn Catalan to non-Catalan-speaking newcomers.
- Organize, fund, and/or facilitate attendance to Catalan language courses at various levels, with the goal that the person achieves a sufficient level of comprehension to read documentation, follow meetings, etc., within a reasonable period, and progressively incorporate Catalan into daily oral and written use. The CED may organize its own courses, either general language courses or courses aimed at strengthening specific communication skills, such as oral presentations or scientific dissemination in Catalan. The CED also encourages participation in courses offered by university language services, the Consorci per a la Normalització Lingüística, or other institutions. Likewise, before a researcher joins the center, it is advisable to inform them that resources are available to learn Catalan before arriving in Catalonia, whether through courses at various foreign universities or online self-learning resources.
- Facilitate the creation of spaces where newcomers can socialize in Catalan with people who share similar interests, for example through a language partner program or social events organized as part of team-building activities.

4. Dissemination of the Center's Language Policy

To ensure that the criteria for managing multilingualism are properly disseminated and monitored, a person responsible for implementing these criteria is designated; in the case of the CED, this responsibility falls to the management. The document must be known to all members of the center, especially to team leaders, and will be made available on the center's website.

5. Reference Documents

- Law 1/1998, of January 7, on Language Policy.
- Law 1/2003, of February 19, on Universities of Catalonia.
- Plan for the Strengthening of the Catalan Language in the University and Research System of Catalonia.