

BOARD NOTICE 31 OF 2016**HSRC Language Policy 1998 – Amended 2015**

Subject: Use of Official Language Policy at the HSRC

HSRC: Communication & Stakeholder Relations (RIA)

1.) Purpose

To provide the HSRC clear policy guidance, procedures and instructions for language use within the HSRC as stipulated in the Use of Official Languages Regulations, 2013, and the National Language Policy Framework, 2003. All these documents are ultimately intended to give effect to section 6 of the Constitution of the Republic of South Africa.

2.1) Authority

HSRC Board and Executive Management

3.1) Owner

The Director of Communication & Stakeholder Relations, Research Use and Impact Assessment (RIA).

4.1) Scope

This document deals with the policy, procedures and instructions on the use of language within the HSRC and to its stakeholders.

5.1) Responsibility:

It is the responsibility of:

- Every staff member to ensure that he/she complies with the policy.
- Every line manager/supervisor/project leader to ensure that this policy is enforced and complied with.

6.1) Definitions

- Official language(s): any one (or more) of the 11 official languages of South Africa as recognised in Section 6 of the South African Constitution, Act No. 108 of 1996.
- Language of business: In the context of a multilingual language policy the language of the business is the language that the organisation uses.
- Responsible person: Person (line manager/supervisor/project leader) who ensures that the language policy is enforced and that funds are available. He/She must ensure that all standards are applied for editing and or translation of all documents.

- Professional attention: Document submitted to the Language Committee for editing or translation. If this cannot be done by a competent editor or translator within the Committee then it can be outsourced to a competent person or company.

7.1) Rationale

As a research institution that serves all the people of South Africa and closely co-operates with the international scientific community, the HSRC requires an appropriate language policy, and procedures and instructions to implement this policy.

The Department of Science and Technology (DST) has indicated to all its entities that three of our 11 official languages will be utilised until all other languages are phased in over the next few years.

As English is the language of common use in Parliament, the DST, South African government departments, the public entities reporting to the DST and international business and science communication, one of the three official languages used by the DST will be English. According to the 2011 census, isiZulu and Sepedi are the most widely spoken first languages in the two largest South African language groups Nguni and Sotho. These two languages have been selected by the DST and its entities.

Policy

8.1 General Character

- The HSRC's language policy represents the organisation's commitment to multilinguality. The policy stipulates the minimum requirements agreed to with regard to language use in and by the HSRC. It by no means restricts the wider use of the official languages of South Africa or even the appropriate use of international languages.
- the HSRC recognises all 11 official languages of South Africa and uses them singularly, consecutively or simultaneously in any combination as practically needed for all its activities, taking into account:
 - language usage
 - practicality (the business language for the organisation)
 - expense
 - regional circumstances
 - needs and preferences of its clients
 - those who collaborate in its projects.

8.2 External communication

- Communication with our external stakeholders will be in English and will be translated into one or more of the official languages. In the case of correspondence to people outside of South Africa it will be done in an appropriate language(s). For instance, all reports will be in English. Executive summaries (annual reports, research reports) will be translated in one or more of the other official languages if needed. In terms of questionnaires and interview schedules these will be translated in accordance with the research protocol.
- Communication with persons outside the HSRC is, where practical, in the language preferred by the individual. This applies to limited readership documents, such as letters, invitations and reports for specific clients.

8.3 Internal communication

- Communication involving most or all staff members is, where practicable, in more than one of the official languages. This applies to documents such as in-house magazines, corporate notices and strategic information, events and functions such as general staff meetings.

Internal communication involving small groups of staff members will be done in one or more of the official languages. This applies to communication within, for example, a research group, division, section, unit and programme, and to meetings, internal workshops and training classes.

The choice of the language for communication with an individual staff member is guided by respect for the individual's language preference, courtesy and the language knowledge of both parties.

8.4 General

- The HSRC is committed to promote a high standard of language use, particularly in official documents.
- The implementation of the HSRC language policy is supported by:
 - The establishment of a language unit which is responsible for monitoring the implementation of this language policy and for making recommendations on these matters in the HSRC.
 - The provision of language assistance and direction to staff members.

- Complaints will be dealt with in terms of Regulation 2(2) of the Use of Official Languages Regulations.

9. Review of language policy

This policy will be reviewed at least every two years.

Authorisation:

This Policy Document was approved by the HSRC Board and the CEO on 29 **May 2015** after consultation with interested parties.



Professor Olive Shisana

CEO

Date: 29 May 2015