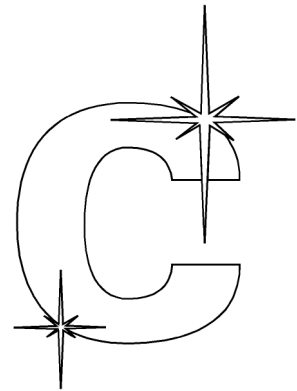


# CYMRAEG CLIR PARTNERS SCHEME

## SCHEME BROCHURE

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**Cymraeg Clir<sup>®</sup>**

**Canolfan Bedwyr**

Bangor University  
Neuadd Dyfrdwy,  
College Road,  
Bangor,  
Gwynedd,  
LL57 2D6

Tel: 01248 383293

Fax: 01248 383243

e-mail: [cymraeg.clir@bangor.ac.uk](mailto:cymraeg.clir@bangor.ac.uk)

# CYMRAEG CLIR® PARTNERS

The purpose of the Partners Scheme is give a member of an organisation's staff the right to use the *Cymraeg Clir* seal. The aim is to encourage organisations to adopt the principles of *Cymraeg Clir* when producing public documents. One of the main things to consider when creating such documents is how easily they can be read.

By joining the *Cymraeg Clir* Partners Scheme, a member of your organisation's staff<sup>1</sup> will be granted the right to act as your organisation's *Cymraeg Clir* editor, and display the *Cymraeg Clir* seal on his/her work.

## PARTNERS SCHEME CHARGES

**(VAT must be added to all costs and costs are subject to change.)**

- **£1000 in the first year** (which includes training, monitoring and the right to display the seal three months after the start of the training process).
- **£300 in the second and subsequent years** (which includes, monitoring and the right to display the seal).

## TRAINING AND MONITORING

- a 1-day training **COURSE<sup>2</sup>** / a comprehensive set of guidelines;
- **MONITORING:** before being awarded the right to use the *Cymraeg Clir* seal, a Partner Organisation's *Cymraeg Clir* editor must provide evidence of his/her ability to use *Cymraeg Clir* principles (see the section: "The right of Partner Organisations' staff to use the *Cymraeg Clir* seal").

## The right of Partner Organisations' staff to use the *Cymraeg Clir* seal

Without exception, Canolfan Bedwyr, Bangor University, owns the trademark of the *Cymraeg Clir* seal. But Canolfan Bedwyr will be willing to grant Partner Organisations a license (a copy is available on request) to use the seal if they follow the procedures outlined in the following section "Acquiring the right to use the *Cymraeg Clir* seal". By regulating the use of the *Cymraeg Clir* seal through license, Canolfan Bedwyr aims to:

- promote the principles of *Cymraeg Clir*

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<sup>1</sup>There will be an additional cost of £200 for each additional staff member, that you would like to qualify as *Cymraeg Clir* editors.

<sup>2</sup> An organisation may send up to 10 participants on the *Cymraeg Clir* training course. But attending the training course **does not** give **all** participants the automatic right to use the *Cymraeg Clir* seal. Only the individual who will subsequently act as a Partner Organisation's Partner Editor will go on to the monitoring process in order to be awarded that right.

- give an assurance as to the quality of any work that displays the seal.

#### **Acquiring the right to use the *Cymraeg Clir* seal:**

- 1 The Partner Organisation must name the individual who will act as the organisation's Partner Editor.
- 2 The Partner Editor must have completed the *Cymraeg Clir* training course. (The Partners Scheme's first year fee includes the training course.)
- 3 After the training course, the Partner Editor will be required to keep a sample of her/his work in a portfolio. The portfolio is to be sent (electronically or in hard copy format) to Canolfan Bedwyr within three months of the course date. At the end of the initial period of three months, it is expected that the portfolio will contain 10-12 pieces of work that are characteristic of the editor's work.
- 4 Canolfan Bedwyr's *Cymraeg Clir* team will monitor the portfolio, giving feedback and guidance to the Partner Editor.
- 5 Three months after the training course, and when the Partner Editor's portfolio has been approved by Canolfan Bedwyr's Principal Editor, the Partner Editor will gain the right to display the *Cymraeg Clir* seal on his/her work.
- 6 This agreement shall be renewed annually (by presenting a portfolio of work for approval once a year).
- 7 If the work of a Partner Editor is deemed to be unsatisfactory, the Partner Organisation will be required to discuss the situation with Canolfan Bedwyr's Principal Editor who will recommend a course of action (e.g. further training) which might involve further expenditure by the Partner Organisation. If the Partner Organisation is unable or unwilling to follow this recommended course of action, Canolfan Bedwyr will have the right to terminate the license.

8 **IMPORTANT:**

(1) If a Partner Editor leaves the Partner Organisation's employ, The Partner Organisation will need to name another Partner Editor and that new Partner Editor will need to follow the training and monitoring process from the start.

(2) If a Partner Editor leaves the Partner Organisation's employ, **he/she will be able** to use the *Cymraeg Clir* seal in their new organisation providing that the new organisation signs up to the scheme or is already a member of the scheme..

## The *Cymraeg Clir* Seal®: Terms and Conditions

USE OF THE *CYMRAEG CLIR* SEAL WILL BE SUBJECT TO COMPLIANCE WITH THE TERMS AND CONDITIONS SET OUT IN THE PARTNERS SCHEME AGREEMENT (A COPY IS AVAILABLE FROM CANOLFAN BEDWYR ON REQUEST).

Canolfan Bedwyr  
Bangor University  
September 2017