

# Timetable

Target	Completion date
<p><b>Staff guidance</b> Provide guidance to staff about how to implement and deliver the commitments made in the scheme.</p>	<p><b>In place by scheme approval</b></p>
<p><b>Publications review</b> Come to an agreement with the Welsh Language Board on the most commonly used leaflets which need to be available in Welsh.</p>	<p><b>In place by scheme approval</b></p>
<p><b>Translation arrangements</b> Identify a Welsh translation provider to guarantee uniformity and quality</p>	<p><b>In place by scheme approval</b></p>
<p><b>Website review</b> Ensure that all relevant sections of the website are available in Welsh. This will include electronic versions of all translated documents (including the Welsh language scheme itself), a splash page which links to Welsh language material and a link to the splash page on the website's home page.</p>	<p><b>Within 6 months of scheme approval</b></p>
<p><b>Scheme ownership</b> Identify a senior member of staff to take overall responsibility for the scheme's delivery</p>	<p><b>In place by scheme approval</b></p>
<p><b>Publicity for the scheme</b> Publicise the scheme on the website and any relevant publicity material.</p>	<p><b>Within 3 months of scheme approval</b></p>
<p><b>Language choice</b> Put measures in place to establish a customer's language choice.</p>	<p><b>Within 6 months of scheme approval</b></p>
<p><b>Monitoring the service</b> Put measures in place to measure demand and to ensure that customers can provide feedback about the Welsh language service</p>	<p><b>Within 6 months of scheme approval</b></p>