



Checklist multilingualism in participation

The Multilingualism & Participation Project (M&M Project) has drawn up a preliminary checklist to help participation bodies prepare for a multilingual situation. It is based on previous research and experiences of participation bodies that participated as pilots. Because bodies differ, it is important to realise that this list need not be fully applicable.

Recruitment and elections

- ☐ Make it known that international staff and students can participate in participation bodies and offer this information (also) in English.
- ☐ Inform potential international participants of the current language policy and the facilities (language training, workshops, interpretation and translation services, etc.) that are (can be) offered to support them. When the language policy fluctuates and is adapted to the audience, this can also be made known.

Decision-making on language policy

The Choice model for multilingual meetings at a bilingual university may help make the right decision for your participatory body. The choice model can be found on this website:

www.uu.nl/multilingualismparticipation.

- ☐ Decide to what extent the language policy fluctuates or is fixed. Is a decision on language policy made per meeting topic, per meeting/situation, per academic year or once based on:
 - the language skills of the attendees;
 - the cost of interpretation and translation services;
 - the level of risk that misunderstanding and incompleteness may entail;
 - the facilities available to support attendees (linguistically).
- ☐ Decide how to deal with whether or not to translate or provide multilingual documents. Multilingual documents, full professional translations, "self-created translations" and/or summary translations can be chosen. Check whether a translation protocol will be used, whether the creator/author of the document can decide this or whether the participatory body decides this on the basis of:
 - who is involved in the topic the document is about;
 - to what extent there are legal interests;
 - to what extent grammatical correctness is important;
 - how important the document is;
 - how often the document will be used;
 - the cost and time involved in translation versus the risk of misunderstanding a document..

Facilitation of *medezeggenschappers*

- ☐ Establish the language level and language background of the *medezeggenschappers* who would benefit from the facilities.
- ☐ In the development guide on the intranet more information can be found on [the Receptive Dutch for meetings and administration course](#) or contact the coordinator Multilingualism and Participation via multilingualism@uu.nl.
- ☐ Other trainings (English and Dutch courses or on intercultural competences) for developing internationalisation skills can be found [here](#).
- ☐ Not only are facilities provided for the *medezeggenschappers* who wants to improve his/her language skills, but it is important that other attendees also consciously adapt their language use. Communication only works if it comes from both sides. That is why there is also a Toolkit and workshop on Multilingual Meetings. More information on the toolkit and workshop can be found at www.uu.nl/multilingualismparticipation.
- ☐ It is important to evaluate and see where needs of the participation body lie. This is where the multilingualism coordinator can help. Get in touch via: multilingualism@uu.nl.