Memorandum of Understanding between the Ministry of National Co-existence Dialogue and Official Languages and the Centre for Policy Alternatives regarding the Survey on the Implementation of the Official Language Policy in Ministries

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The Ministry of National Co-existence, Dialogue and Official Languages and the Centre for Policy Alternatives (CPA) desiring to collaborate on conducting the Survey on the Implementation of the Official Language Policy in Ministries have reached the following understanding.

PARAGRAPH I

PREFACE

1. Cooperation from all public institutions is essential towards efficient and effective implementation of the Official Languages Policy. The legislative statutes governing the implementation of the Official Language Policy (OLP) in public institutions were presented through the Public Administration Circular No: 18/2009 on 25.11.2009 and Gazette Extraordinary No.1620/ 27 on 25.09.2009. Accordingly, the Ministry of National Coexistence, Dialogue and Official Languages compiled the "Guidebook for the Preparation of Language Plans by Public Institutions" and the Ministry, through the Language Plan Facilitation Programme, provided necessary guidance to the public institutions on preparation of Language Plans in line with the instructions of the Guidebook. The said Guidebook identified 4 (four) priority areas to be focused when implementing OLP at the State level. The four areas thus identified are: Visibility and Ambiance, Administration and Documentations, Service Delivery, and Institutional Commitment and Support Mechanisms. As such, with a view to accelerating the process of implementation of the official languages policy at ministerial level, it is deemed opportune to conduct a survey to have an understanding of the status-quo of implementation of the policy through an evaluation of its productivity. For the said purpose, it is intended to conduct the "Survey on Implementation of Official Language Policy in Ministries".
PARAGRAPH II
DESIGNATED AUTHORITIES

2.1 The Memorandum of Understanding recognises the Ministry of National Co-existence, Dialogue and Official Languages as a signatory.

2.2 The Memorandum of Understanding recognises the Centre for Policy Alternatives as a signatory.

PARAGRAPH III
SURVEY ON THE IMPLEMENTATION OF OFFICIAL LANGUAGES POLICY IN MINISTRIES

3. The core objectives of the survey are as follows;

3.1 Collecting data pertaining to the implementation of OLP at Ministry level.

3.2 Identifying the main obstacles to the implementation of OLP at Ministerial level.

3.3 Preparing the ground for formulation of Language Plans in Ministries under the complete technical guidance provided by the Ministry of National Co-Existence and Dialogue and Official Languages.

3.4 Utilising the findings of the “Survey on Implementation of the OLP in Ministries” for prioritizing the requirements related to OLP in state policy formulation and in determining financial provision requirements.

3.5 Improving equal access for the public to state services through the efficient and effective implementation of OLP at ministerial level.

PARAGRAPH IV
SURVEY IMPLEMENTATION PLAN

4.1 The expertise and technical support for conducting the survey is extended by the Ministry of National Co-Existence, Dialogue and Official Languages and the Official Languages Commission, and the Centre for Policy Alternatives will provide financial assistance required for this survey.
4.2 The project is designed to span through the time period from March 2017 to July, 2017.

4.3 In line with accomplishing the above objectives, the Ministry of National Co-Existence, Dialogue and Official Languages and the Centre for Policy Alternatives have agreed upon the terms stipulated in Paragraph V and VI.

PARAGRAPGH V
CONTRIBUTION OF THE MINISTRY OF NATIONAL CO-EXISTENCE, DIALOGUE AND OFFICIAL LANGUAGES

5.1 Providing technical assistance of expertise required for the preparation of Questionnaire with the assistance of the Official Languages Commission

5.2 Training of field survey officers and supervision of field activities

5.3 Informing the Chief Official Languages Implementation Officers and Official Languages Implementation Officers of the Ministries about the survey and arranging necessary facilitation.

5.4 In tandem with this survey, evaluating the current status of implementation of OLP in line with the Illustrative Checklist, through the Language Committees established in each ministry.

5.5 Providing necessary advice for compilation of the Preliminary Reports and the Final Reports of the ministries coming under the survey

5.6 Making necessary arrangements for sending the relevant final reports to the respective ministries.

5.7 Provision of technical assistance for implementation of the Language Plans at ministries as a step towards implementation of the recommendations of the final report of the survey.
PARAGRAPH VI
CONTRIBUTION OF THE CENTRE FOR POLICY ALTERNATIVES

6.1 Conceptualising, creating and translating the Questionnaires required for the survey with the final approval of the Ministry.

6.2 Selecting Field Survey Officers from among university students. Training, Recruiting and Supervising the Field Survey Officers (FSOs), and making payments to the Field Survey Officers.

6.3 Training of the designated focal point officer and another officer nominated by the Chief Official Languages Implementation Officer of each ministry.

6.4 Compiling and translation of preliminary reports related to the survey

6.5 Preparation of the Final Report which includes recommendations based on the survey

6.6 Financial Assistance
Providing a financial contribution of two million, three hundred and sixty one thousand Rupees (Rs.2,361,000/-) to meet the entire cost of the activities to be carried out from the initial stage to the final stage of the survey.

PARAGRAPH VII
DURATION OF THE SURVEY

7. The project is designed to span through the time period of March 2017 - July, 2017.

PARAGRAPH VIII
EXPECTED OUTCOMES

8.1 The Questionnaire pertaining to the Survey on the Implementation of the National Language Policy in Ministries (Including Translations)

8.2 Workshop for training of Field Survey Officers regarding conducting the survey.

8.3 Preliminary Reports on the Survey per Ministry.

9. The Monitoring and Evaluation of the Project will be supervised by Ministry of National Coexistence, Dialogue and Official Languages and the Official Languages Commission.

10.1 This Memorandum of Understanding is mutually agreed upon by the Ministry of National Co-Existence and Dialogue and Official Languages and the Centre for Policy Alternatives (CPA).

10.2 Any dispute that could occur in practically putting in to effect the provisions in this MOU will be resolved through discussion between the two signatories.

10.3 If deemed necessary by the Ministry of National Co-Existence Dialogue and Official Languages and the Centre for Policy Alternatives (CPA), this MOU may be amended or terminated and such amendment or termination shall be effected in writing.

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Executive Director,
Centre for Policy Alternatives.

Ranjith Uyangoda
Secretary,
Ministry of National Co-existence, Dialogue and Official Languages.

At the Ministry of National Co-existence and Dialogue and Official Languages,

Witness

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