WELSH NAMES POLICY

Policy on recording Welsh language names in Ordnance Survey data

Responsibility for this document

The Chief Geospatial Officer is the owner of this document.

Change history

Version	Date	Summary of change
Version 1.0a	February 2015	1st Draft
Version 1.0b	February 2015	For review
Version 1.0	June 2015	1st Release
Version 1.1	August 2016	Minor amendments
Version 1.2	September 2018	Minor amendments
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1   INTRODUCTION

This Welsh names policy sits within the corporate Ordnance Survey (we, our) names policy which requires a consistent approach to be taken across all of our mapping products.

The Welsh language has official status in Wales and is used widely across the country in everyday life. This use is further supported by legislation (including the Welsh Language Act of 1993 and the Welsh Language (Wales) Measure 2011) and policies enacted by the Welsh Government, which seeks to reach a million Welsh speakers by 2050. The Welsh language, and the place names which derive from it, are acknowledged to be an important part of Welsh culture and heritage. This has brought about a greater awareness of Welsh place names on Ordnance Survey mapping and requests for names to either be changed from English to Welsh or to be portrayed on our mapping bilingually.

Our names archive has been built up over a long period of time using manually collected visual and authoritative evidence. In order to continue to maintain the credibility of the existing products and our ability to fully meet the needs of organisations and the public in Wales, we need to ensure that our names collection and maintenance policy is responsive to the current policy environment and legal requirements for organisations in Wales whilst ensuring that the forms recorded reflect local official use.

Customers are increasingly using combinations of our products. This has highlighted the ways in which spelling and depiction of a name can vary. It is a reasonable customer expectation that names information should be presented consistently across our product range. The removal of name anomalies across our databases and the identification of authoritative sources will simplify maintenance and reduce costs.

While restrictions on space available for text will continue to exist in our physical mapping, our range of digital products will offer increasing flexibility to customers while also removing many of the challenges around restrictions of space for the depiction of dual names.

Ordnance Survey recognises and supports the vision of the Welsh Government of a Wales where the Welsh language is thriving and makes a vital contribution to the culture, society, and economy.

To this end this policy defines the rationale, processes and procedures that Ordnance Survey will follow when collecting and depicting Welsh names, where these are in common usage, on our mapping and products.

2   SCOPE

This policy covers the use and depiction of names using the Welsh spelling system on our mapping and products.

The term 'names' within this document applies to proper names only, for example, 'Aberdyfi', not descriptive names, for example, 'cattle grid'.

3   GENERAL PRINCIPLES FOR TREATMENT OF WELSH NAMES

3.1   ORDNANCE SURVEY WILL:

- support the Welsh Language Act 1993, which established the principle that the English and Welsh languages should be treated on the basis of equality in public life, and the Welsh Language (Wales) Measure 2011 which established the principle that the Welsh language should not be treated less favourably than the English language in Wales, whilst recognising the constraints that exist on some of our mapping as detailed in section 1.0;
- endeavour to achieve consistency and accuracy in the depiction of names within each mapping series and across its range of products
- recognise all 29 letters of the Welsh alphabet and the accented characters that go with them but reserve the right to record digraph characters as two separate letters within the National Geographic Database (NGD)
- ensure that official standard forms, common usage and evidence provided by historical forms are all considered when defining the spelling and/or depiction of a name;
- seek to gain proper authority, through a broadly accepted standards-setting body (examples provided in Annex A), for the depiction of Welsh names, but in the case of disagreement retain final editorship to ensure cartographically acceptable mapping and products;

3.2   ORDNANCE SURVEY WILL NOT:

- be the Authority for Welsh names; or
- convert to Welsh any existing anglicised names on the authority of any one individual or vice versa.

4   AUTHORITATIVE SOURCES

4.1   ORDNANCE SURVEY WILL:

- gain consensus on the accepted form and spelling of Welsh names through the Welsh Language Commissioner by;
  - referring to the forms published in the List of Standardised Welsh Place-names online;
  - giving due consideration to the Guidelines for Standardising Place-names in Wales;
  - consulting directly with the Welsh Language Commissioner's office for advice should any inconsistencies persist.

4.2   ORDNANCE SURVEY WILL NOT:

- accept any one individual's interpretation when considering Welsh names where there may be a conflict of spelling or version without further verification with the authoritative sources listed in Annex A.

5 COLLECTING AND RECORDING INFORMATION

5.1 ORDNANCE SURVEY WILL:

- collect and record Welsh names where these are in common usage, under the rules defined in Annex A;
- give equal status to both English and Welsh by depiction of the name in the same font type and point size, where both English and Welsh names are recorded under the rules in Annex A. Text will usually be placed with Welsh before the English but this may vary from product to product and may vary within the product itself, due to physical limitations of the cartographic process and map scale;
- aim to achieve consistency of spelling where natural features, such as rivers, lakes and mountains, share the same descriptive element or proper name;
- update its mapping in line with its revision policies;
- aim to achieve consistency across all its mapping.

5.2 ORDNANCE SURVEY WILL NOT:

- apply bilingual names within our cartographic text to features in the natural environment as defined within annexe A.1, other than for principal features.
- translate Welsh into English or English into Welsh to contrive 100% bilingual naming cover.

ANNEXE A: HIERARCHY OF NAMES

All names within the National Geographic Database (NGD) fall into one of three main categories shown below:

A.1 NATURAL ENVIRONMENT

The intention should be to achieve consistency where natural features, for example rivers, lakes and mountains, share the same name.

Where available, dual names will be collected for inclusion within the NGD provided they are both in use and they are the locally and/or historically accepted form. For reasons of limited space, only principal features will have cartographic text in both languages on some of our products, such as physical maps. Principal features are regarded as large mountains, islands, headlands, sea areas etc.

Feature	Example Authority for Guidance	Examples	Dual Cartographic Text?
Islands	Historical mapping and local usage and/Welsh Language Commissioner/National Parks/Natural Resources Wales	Ynys Enlli / Bardsey Island	Yes
Mountains	Historical mapping and local usage and/Welsh Language Commissioner/National Parks/Natural Resources Wales	Yr Wyddfa / Snowdon	Yes
Headlands	Historical mapping and local usage and/Welsh Language Commissioner/National Parks/Natural Resources Wales	Pwynt Llanbadrig / Llanbadrig Point	No
Rocks	Historical mapping and local usage and/Welsh Language Commissioner/National Parks/Natural Resources Wales	Adda ac Efa / Adam and Eve	No
Rivers	Historical mapping and local usage and / or Welsh Language Commissioner/National Parks/Natural Resources Wales	Afon Hafren / River Severn	Yes

Sea Areas	Historical mapping and local usage and / or Welsh Language Commissioner/National Parks/Natural Resources Wales	Bae Aberdaron / Aberdaron Bay	No

A.2 MAN-MADE ENVIRONMENT

Within the man-made environment, dual names will be captured where found at the location and/or where the versions have appropriate authority.

Dual names will be collected for inclusion into the NGD. However, where for cartographic reasons space is limited, map depiction will be in accordance with 5.1 of our policy.

To include dual names where used:

Feature	Evidence / Example Authority for Guidance	Examples
Settlements	Nameplate / Local authority and / or Welsh Language Commissioner	Abertawe / Swansea
Road and street names	Nameplate / Local authority	Heol y Frenhines / Queen Street
Building names	Nameplate / Owner	Canolfan Mileniwm Cymru / Wales Millennium Centre
Forestry (man-made)	Nameplate / Natural Resources Wales or Owner	Coed Gogerddan / Gogerddan Wood

A.3 ADMINISTRATIVE ENVIRONMENT

Dual names will be recorded for unitary authorities. Due to current system restrictions all other administrative names will be recorded in **English only.**

ANNEXE B: GLOSSARY

Term	Definition
Proper name	A proper name is that given to a feature, building or place to distinguish it from other features or places of a similar nature. For example, Conwy Castle.
Descriptive name	Name applied to a feature such as letterbox, milestone or telephone box that describes the nature of the feature.
Digraph	A character consisting of two joined letters. In Welsh there are 8 digraphs.
National Geographic Database (NGD)	A database in which data relating to the physical features and boundaries on the United Kingdom's surface is held.
Man-made environment	Objects and features created by human activity, including the built environment.
Natural environment	Objects or features created as a result of natural (non-human) activity.

ANNEXE C: RELATED DOCUMENTS

- Ordnance Survey Geobase-04 Data Capture Guide.