

ISPRM COMMITTEE OPERATIONAL GUIDELINES – PUBLICATIONS AND COMMUNICATIONS COMMITTEE

6 August 2018

1. Name

Publications and Communications Committee

2. Purpose

To coordinate the activities of ISPRM related to scientific publishing and information dissemination.

3. Goals

- a. To liaise with the Chief Editor(s) and Editorial Board(s) of the official Journal(s) and other journals linked to the Society.
- b. To provide material for the “News & Views” electronic journal publications.
- c. To oversee and coordinate the operations of the ISPRM newsletter and website.
- d. To disseminate information about ISPRM, ISPRM World Congress, and other ISPRM related news on the main social media outlets.

4. Membership

- a. **Number:** Variable, depending on the needs of the Committee
- b. **Mechanism of selection:** Recommendations made by chairs of the Committee and subcommittees and approved by the Executive Committee (EC) of ISPRM
- c. **Eligibility:** Members of ISPRM in good standing interested in scientific publishing and dissemination of information
- d. **Terms of appointment:** 2 years
- e. **President’s Cabinet (PC) liaison:** an ex-officio member appointed by the PC to facilitate communication and decision-making.

5. Organizational structure

The Committee is divided into four subcommittees as follows:

- a. **Journals**
- b. **News & Views**
- c. **Website**
- d. **Social media network**

Each subcommittee has a Chair and all report to the Chair of the Publications and Communications Committee. The Chair of the Publications and Communications Committee will be appointed by the President of ISPRM with the approval of the EC. The chairs of each subcommittee will be appointed by the Chair of the Publications and Communications Committee.

6. Reporting mechanism

The Chair reports to the President’s Cabinet of ISPRM.

7. Required resources

An active webpage and resources to distribute News & Views electronically. Central office support is needed for these activities.

8. Procedures

- a. Website:** A website is to be established and updated on a regular basis. The updating of the website shall be the responsibility of the Executive Director. Those responsible for submitting information for the website include: the Chair and members of the subcommittee responsible for the website, the Secretary, the members of the Executive Committee and the President's Cabinet, and membership at large. The chair of the subcommittee is informed of each updating. The material will include information about the organization such as the Statutes, Policies and Procedures, minutes of meetings, membership, information about educational activities such as the World Congress, calendar of events, the newsletter, and others. The responsibilities of the Website subcommittee are to contribute to the design of the website, to review its content on a regular basis and identify outdated material, and to solicit and review new material submitted for publication.
- b. News and Views (N&V):** The N&V newsletter will contain news from all regions represented in ISPRM and articles of interest to the membership. N&V shall be distributed to the membership on a quarterly basis, but the frequency of distribution should be at least 10/year in the future. The production of the N&V will be the responsibility of the Chair of the N&V subcommittee. The newsletter is to be distributed via direct emailing to all individual members and posted on the website. The members of the N&V subcommittee will serve on the editorial board of the newsletter together with other appointed members. The responsibilities of the News and Views subcommittee are to design the sections of the newsletter, to solicit, review, and edit material for publication, to suggest a strategy to stimulate more articles from different regions to be submitted, and to liaise with the Website subcommittee for posting the newsletter on the website.
- c. Journal:** The official Journal(s) of ISPRM, the Journals published "in association with ISPRM" and the "Journals endorsed by ISPRM" shall be selected and approved by the PC and EC following the recommendation of the Publications and Communications Committee. The journal(s) shall be available at reduced cost to ISPRM members and provide space in each issue for news and /or any other information about ISPRM. The responsibilities of the Journal subcommittee are to discuss the terms of the agreement with the Journal (s) and to choose appropriate articles or educational materials to be included in the space allocated by the journal (s) to ISPRM.
- d. Social media network:** The ISPRM has to have a strong presence in the main social media networks. The choice of these networks and the information given are provided by the Chair and members of the subcommittee which also will be responsible for the contents.