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| 11.2 | PUBLICATIONS AND NEWSLETTERS |
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| Applies to: Staff, Management Committee, Volunteers, Contractors |
| Specific responsibility: Staff, Management Committee |

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| Version: 1 |
| Date approved: 5.8.14 |
| Next review date: Aug 21 |

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| Policy context: This policy relates to | |
| Standards or other external requirements | |
| Legislation or other requirements | |
| Contractual obligations | |

POLICY STATEMENT

HECIS produces a range of publications in order to:

- provide information to HECIS clients
- report on its projects or achievements
- promote or advocate on particular issues

In making decisions on publishing, HECIS will take into consideration:

- whether to publish electronically, in hard copy or both
- minimising cost and environmental impact
- maximising the impact for the target audience
- whether cost recovery is appropriate.

HECIS is required by copyright legislation and ethical considerations to recognise and protect intellectual property rights. HECIS seeks to protect both its own intellectual property rights and the rights of others in any material produced by HECIS or on its behalf.

All Staff, Management Committee members, volunteers and contractors(where applicable) are required to observe applicable copyright laws and regulations in the production and use of HECIS material.

Any publication must also adhere to the organisation's privacy policy. No information about individuals, images, case studies or other descriptive material that may lead to the person being identified may be used in any form without the formal permission of that person.

PROCEDURES

Development of publications

Staff members should consult The HECIS Co-Ordinator before developing any material to be published on behalf of HECIS. Approval should then be sought for a formal publication to be prepared.

Consideration of approval for a publication should include the following:

- Working title and content description
- Type of publication (report, pamphlet etc)
- Style of publication (print or electronic)

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- Target audience
- Distribution plan
- Approximate size in pages
- Budget for any costs (hard copy printing or distribution, additional graphics etc)

Draft content should be submitted to the HECIS Co-Ordinator for approval of design and layout.

All publications require the approval of the HECIS Co-Ordinator prior to being sent to print or being published electronically.

Publications for sale

HECIS will decide if a fee will be charged for a particular publication, and the amount of that fee.

Production of copyright material

The copyright of all items produced for HECIS or on its behalf by staff, contractors (where applicable), students or volunteers will belong to HECIS. This will include, but is not limited to, pamphlets, information materials, reports, submissions, and resource materials.

HECIS will acknowledge the authorship of the writer/s of published material.

Variations to the copyright status of materials may be made where materials draw on pre-existing intellectual property or copyrighted material.

Materials being produced for HECIS by third parties (contractors or pro bono providers) will be subject to an agreement between HECIS and the provider as to the copyright status and intellectual property rights of any material produced under that agreement.

Materials being produced for HECIS by staff or third parties that make use of copyright material must have the permission of the copyright owner for inclusion, and a statement to that effect must be included in the document.

Currency and accuracy of content

All new publications will be checked by the HECIS Co-Ordinator prior to being approved for publication.

All existing publications in circulation will be reviewed a minimum of every two years to ensure currency and accuracy of information.

Register of publications

A register of publications will be kept showing:

- Publication title
- Date of publication
- Author
- Type of publication
- Name of person checking initial content for accuracy and date of check
- Dates of content reviews with name of person conducting the check of content

DOCUMENTATION

| Documents related to this policy | |
|---|-----------------------|
| Related policies | Intellectual Property |
| Forms, record keeping or other organisational documents | |

| Reviewing and approving this policy | | |
|--|---------------------------|----------------------|
| Frequency | Person responsible | Approval |
| Annually | HECIS Co-Ordinator | Management Committee |

| Policy review and version tracking | | | |
|---|----------------------|--------------------|------------------------|
| Review | Date Approved | Signed | Next Review Due |
| 1 | 26.8.15 | HECIS Co-Ordinator | Aug 16 |
| 2 | 8.8.16 | HECIS CoOrdinator | Aug 2017 |
| 3 | 16.8.17 | HECIS CoOrdinator | Aug 2018 |
| 4 | 10.9.18 | HECIS CoOrdinator | Aug 2019 |
| 5 | 17.9.19 | HECIS CoOrdinator | Aug 2020 |
| 6 | 15.9.20 | HECIS CoOrdinator | Aug 2021 |

INDEXING

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| Search topic/s: | |
| Function/s: | |