



IRPA

Terms of Reference

Commission on Publications

Objective

To establish and manage the official publications of IRPA, including the IRPA website, other on-line tools, the IRPA Bulletin and other communication routes such as Facebook and Twitter.

Membership

Chairman: IRPA Publications Director

Members: IRPA Executive Officer

Up to ten other members as nominated by Associate Societies with definite functions.

Working Methods

- To gather information of broad international interests from IRPA Associate Societies (AS), the Executive Council (EC), and other key organisations, and to communicate this news to IRPA members through the IRPA website and related media.
- To optimise the use of alternative communication methods, taking account of the following guidance:

Facebook, Twitter, other social media tools provide rapid means to send IRPA members short notices relatively frequently. The IRPA website can be almost as rapid, but also allows communication of more in-depth news. The quarterly IRPA bulletin brings attention to key information of broad international interest, and can reach a different subset of members than the other tools. The bulletin, produced in English and normally 2 to 4 pages, is distributed directly to AS contacts and through the IRPA website. Restricting the length of the quarterly bulletin facilitates translation, makes it more likely to be widely read, and helps ensure that it contains only the most important information.

- To facilitate the translation of the IRPA bulletin into languages other than English.

Ideally, each bulletin would be translated by identified volunteer AS members into a number of other languages. The bulletin is made available on the IRPA website in all available languages, and ASs are encouraged to distribute it to their members as they each deem most appropriate e.g. through AS websites, through direct e-mail distribution to members, and by reproducing the bulletin in their regular printed communications.

- Each member of the Commission is appointed to a specific role:
 - The **Website Manager** works with IRPA's commercial ISP and website developer to maintain and improve irpa.net, updating all areas other than the regular news feed. One important area is the listing of key upcoming IRPA, AS, and other related events.

- The **Social Media Manager** manages the IRPA Facebook Page, twitter feed, and irpa.net news, including keeping them updated based on information from EC, the Media Reviewers, and requests from external organisations.
 - The **Bulletin Editor** creates a quarterly bulletin (2-4 page pdf) consisting of brief summaries of information from EC and the Media Reviewers, and arranges for the distribution of the bulletin to AS contacts.
 - The **Associate Societies Liaison** stays in regular contact with each AS to ensure IRPA's AS contact information remains current, ensures AS information continues to be made available to the Media Reviewers, and coordinates translation of the bulletin by AS volunteers.
 - A supporting group of **Media Reviewers**, ideally at least one reviewer per AS language, skims AS journals, websites, etc. as well as those of select international organisations, identifying information of international interest to pass to the Commission on Publications for consideration for onward transmission to the IRPA members.
- The work of the Commission will be via email, internet and telephone. The Commission is not expected to meet.
 - The Chairman will provide a written progress report to the IRPA Executive Council at least annually, normally one month prior to each IRPA Executive Council meeting. Interim status information should be provided on request of the IRPA Executive Officer or the IRPA president.

Approved by the IRPA President

Signed



Renate Czarwinski

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