	FEDERATION EUROPEENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS	Number: G3 Issue: Ver 6 Date: January 2015
	REGULATIONS	Approval Authority
	Publications and Communications	COUNCIL

1 OBJECTIVE

To ensure that publications and communications that are issued under the name of the European Federation of Geologists are appropriately managed and accurately represent the views and opinions of Council and Members.

2 SCOPE

This Regulation covers the procedures to be followed for issue of the following documents and communications:

- European Geologist magazine;
- European Federation of Geologists web site;
- Working Group Reports and Dossiers;
- Position Papers prepared by Panels of Experts;
- Press Statements; and
- Other documents and communications that represent the views of the EFG and that are issued to external bodies.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

Regulation N3: Working Groups and Panels of Experts

4 PROCEDURE

4.1 General

The responsibility for the content of any documents and communications that are issued by the EFG to external bodies rests with Council.

Council may agree to delegate responsibility to individuals or Working Groups to prepare documents and communications for external release. In such cases, Council shall be satisfied that appropriate controls are in place to ensure that all documents and communications that represent the views of the EFG are accurate and adequately reflect the views and opinions of Council.

4.2 European Geologist Journal

General

The European Geologist Journal is the online 'peer reviewed publication for professional geologists issued by the European Federation of Geologists. It is published twice a year and carries technical and professional articles on geological topics and other matters.

The purpose of the European Geologist Journal is to communicate issues relating to professional geology and EFG activities to the geological community. The European

Commission and Parliament are also informed about geology-related issues through this channel. The European Geologist Journal provides a platform to publish work by [members of National Associations of the European Federation of Geologists as well as by others, and to share knowledge and experience, including work done by Working Groups and Panels of Experts of the EFG. Furthermore, it is used as a means of communication for National Associations about their activities regarding professional geology and the dissemination of best practice. An aim of the journal is to emphasize the importance of the geosciences to society, the benefits of incorporating geoscientific advice in policy formulation and decision making, and to promote the importance of the geo-scientific profession.

The Editor in Chief

The Editor in Chief is a member of the EFG Council. The Editor in Chief is elected by Editorial Board members and approved by the EFG Board.

The Editor is responsible for:

- (i) Commissioning material, identifying an overarching theme for each issue in discussion with the Editorial Board;
- (ii) Sending the call for contributions, first for article proposals then for full articles, to the Council members and the National Associations;
- (iii) Reviewing contributions and discussing their acceptance with the Editorial Board;
- (iv) Sending the articles for peer review, keeping contact with the reviewers and the authors, and monitoring the progress of review;
- (v) Sending the reviewed articles for proofreading by the Copy Editor;
- (vi) Discussing the design and layout of the issues with the EFG Staff and Layout Editor,
- (vii) Keeping the Editorial Board informed about the status and progress of the editorial process throughout the preparations of each issue;
- (viii) Working with EFG Council members to find advertisers, for dealing with subsequent correspondence and advertisement contracts.

Editorial Board

The Editorial Board is appointed by the EFG Board on behalf of the Council and shall consist of at least three EFG Council delegates, the Editor in Chief and the EFG External Relations Officer.

The role of EFG External Relations Officer in the Editorial Board is primarily related to keeping focus on Brussels related activities (at European Commission/European Parliament level) and acting as liaison between the Editorial Board and the EFG Board.

The Editorial Board shall be responsible to Council for:

- (i) Actively participating and responding quickly to questions from the Editor and to other issues raised in relation to the magazine. Active involvement is necessary to produce successful issues of the magazine;
- (ii) Identifying issues of potential interest for inclusion in the magazine and approaching suitable authors to write articles about these issues;
- (iii) Reviewing the content of articles and assessing if these match with the overall EGM objectives. In doing so, it will avoid articles that could damage the reputation of the EFG;
- (iv) Defining special focus topics for each issue of the magazine, 6 months in advance of publication date, building in sufficient flexibility in case other urgent matters arise that require attention (for example a major natural hazard);
- (v) Steering the content of the magazine, including special focus topics and news items;

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- (vi) Searching for improvements in the magazine (style, lay-out, structure) and its content;
- (vii) Contacting and encouraging potential authors to contribute to the magazine;
- (viii) Monitoring the progress of the Editor throughout the process for preparation and publication of each issue; and
- (ix) Approving the final draft version of the complete issue prior to submission to the printers. Approval shall consider such issues as sequence of articles, lay-out, and overall design.

4.3 Web site of EFG

The EFG shall maintain a web site to communicate information related to the EFG to its Members, European Geologists and to other people with an interest in geology and the activities of the Federation.

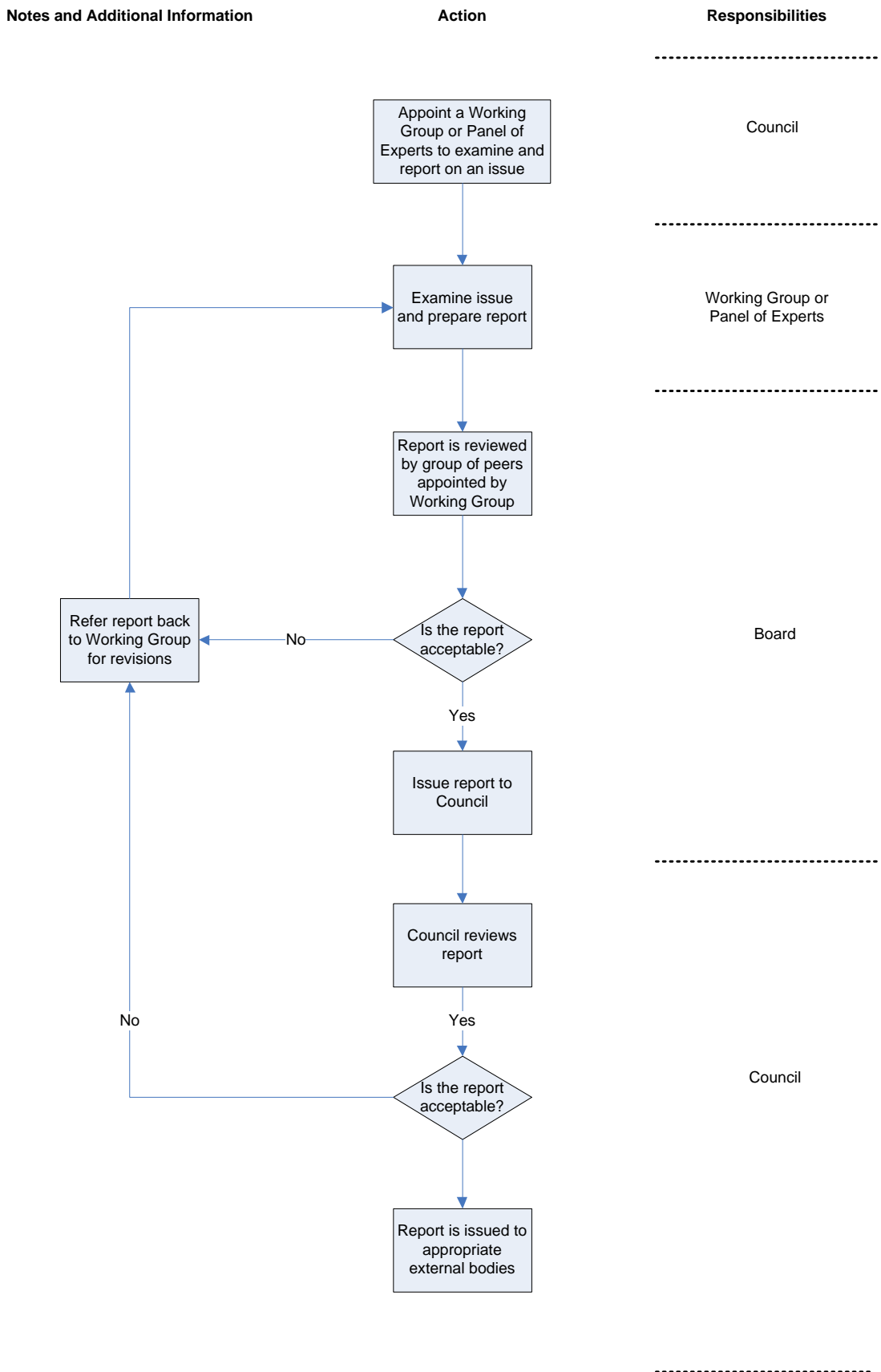
The Board shall be responsible for establishing an editorial policy for the web site (to be approved by Council) and for determining the content that is to be placed on the web site.

The EFG Office shall be responsible for maintaining the web site, including:

- (i) Preparing material for placing on the web site and seeking all necessary approvals for it;
- (ii) Maintaining a consistent format for the web site to be consistent with the professional status of the EFG; and
- (iii) Collecting and reporting statistics to Council on the use and performance of the web site.

The Secretary General shall be responsible for collecting all electronic papers related to each Council Meeting and delivering these to the EFG Office as described in Regulation N8. The EFG Office shall be responsible for placing the Council Papers in a secure area of the web site and for informing Council Members of how they can access these papers prior to each Council Meeting.

4.4 Working Group and Panel of Experts Reports and Dossiers



4.5 Press Statements

The EFG may issue press statements related to the EFG and its activities.

Press statements shall be prepared by one of the Officers or by the EFG Office on behalf of the Officers.

Press statements shall be approved for issue by the President and one other Officer.

Copies of all Press Statements issued shall be issued to Council Members as part of the report of the EFG Office at each Council Meeting.

4.6 Other Documents and Communications

The EFG may, from time to time, issue other documents and communications about the EFG, its objectives and activities.

The procedure for preparation and approval of such documents and communications shall be as follows:

- (i) Documents and communications may be prepared by a Member of Council, an Officer or by the EFG Office;
- (ii) In preparing any such document or communication, the author shall be responsible for ensuring that it is consistent with the objectives of the EFG and its professional status; and
- (iii) All written documents and communications prepared in the name of the EFG shall be subject to review by the Board and approval by Council prior to them being issued outside the EFG.

5 RECORDS

The Board is responsible for ensuring that the EFG maintains the following records:

- Copies of all documents and communications issued to external bodies; and
- A record of all documents and communications (including correspondence) that have been issued to specific external bodies or individuals, identifying the dates and recipients.

The Board will utilise the services of the EFG Office in maintaining the above records. Members of the Board will be responsible for providing all copies and records to allow the Office to maintain these records.