

**2016**

**GUIDELINES FOR USE BY THE  
EDITORS OF AFRAC  
NEWSLETTERS  
AFRICAN ACCREDITATION COOPERATION**

*This document provides guidance for the Editors of AFRAC Newsletters.*

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The text may be translated into other languages as required. The English language version remains the definitive version.

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## **1. PURPOSE**

1.1 This Guidance Document outlines the process that should be followed for the production of AFRAC Newsletters by the Editors.

## **2. RESPONSIBILITIES**

2.1 The AFRAC Marketing and Communication Working Group (MCWG) Convener is responsible for providing guidance to the Editor on the process to be followed in the production of the AFRAC Newsletter.

2.2 The Editor is responsible for adhering to:

2.2.1 The procedures related to the production of the Newsletter; and

2.2.2 The AFRAC Corporate Identity Manual in producing the Newsletter.

## **3. PRODUCTION OF AFRAC NEWSLETTERS**

3.1 The AFRAC Newsletter shall be published on a bi-annual basis, that is, in January and July of each year.

3.2 The Editor of the Newsletter shall be decided on by the MCWG Members.

3.3 The Editor shall be from amongst the AFRAC Members, on a rotational basis.

3.4 The Editor may be nominated more than once.

3.5 Each editor shall produce one Newsletter, however, an Editor can be appointed twice and may produce two Newsletters in a year.

3.6 The content and production of the Newsletter is the responsibility of the Editor.

3.7 The AFRAC Chair's Foreword shall be drafted by the Editor in consultation with the AFRAC Chair.

3.8 The Editor shall contact all AFRAC Members to request articles for the Newsletter in a timely manner.

3.9 The Editor may use the opportunity to include information and articles of interest on their organisation in the Newsletter.

3.10 The Editor shall edit and prepare the Newsletter and include all contributions received by AFRAC Members.

3.11 The Newsletter shall be published in an electronic format as a PDF file. No hard copies will be printed by AFRAC.

3.12 The Editor shall be advised on the Edition and Issue Number of the Newsletter by the MCWG Convener.

3.13 It is the responsibility of AFRAC Members to circulate the Newsletter (either by electronic or other means) within their organisation and to interested stakeholders.

3.14 The Editor shall email the PDF edition of the Newsletter to each contact listed on the AFRAC Newsletter mailing list.

3.15 The Newsletter shall be posted on the AFRAC website by the Secretariat as a PDF file.

