

The North Western Waters Regional Advisory Council

Communications Protocol

1. Official NWWRAC press releases, documents, pictures, videos, slides, papers, reports, power-point shows or any other media carrying the name or logo of the NWWRAC will, in general, only be issued through the Secretariat.
2. In general, and unless otherwise agreed, the secretariat will consult directly with the Chairman and Vice Chairs in respect of all press releases, documents, pictures, videos, slides, papers, reports, power-point shows or any other media carrying the name or logo of the NWWRAC and issued through the Secretariat.
3. The decision to consult with members of Executive Committee or with other members of the RAC besides the Vice Chairs will be the responsibility of and at the discretion of the Chairman of the RAC.
4. The Chairman can issue an embargo on an opinion of the NWWRAC which limits release of information on that opinion until final wording is signed off. **Draft NWWRAC documents should not be released to the press.**
5. Press releases, statements, or any other material regarding NWWRAC activities issued by the members of the RAC, other than material issued under 1 above, should clearly indicate that the material issued does not, necessarily, represent the opinion(s) of the NWWRAC itself but only those of the organisation issuing the statement. In principle press releases or statements issued by the members of the RAC will be **about** the NWWRAC rather than **from** the NWWRAC.
6. Members are encouraged to disseminate translations of any final opinions issued by the NWWRAC. However, if material is added, either during translation or otherwise, it must be made clear that the additional material does not, necessarily, represent the opinion(s) of the NWWRAC.
7. Members shall not claim to present the opinion of the NWWRAC itself, nor the opinion of other members.
8. Members of the RAC who express opinions on the work or any other aspect of the NWWRAC should clearly indicate that such opinions do not, necessarily, represent the opinion of the NWWRAC.
9. If an official comment on any issue is required from the NWWRAC the request should be forwarded to the Secretariat and an appropriate response obtained from the Chairman and/or the Executive Committee as appropriate (see 1 – 3 above).
10. As a point of courtesy members should inform the secretariat of publications, articles or quotes where they have referred to the NWWRAC before it is released.