

EURIM Publications

Guidance on different kinds of EURIM outputs: preparation procedures and approval routines.



| <i>Item</i> | <i>Purpose</i> | <i>Distribution</i> | <i>Format/medium</i> | <i>Preparation</i> | <i>Approval process</i> | <i>Timelag</i> |
|----------------|---|---|---|---|--|--|
| Briefings | <p>To provide an authoritative guide to the policy issues relating to a topic of current concern and, in combination with other EURIM activities, to act as a catalyst for action where needed.</p> <p>Briefings are also used as part of the recruitment packs and for distribution at external events where EURIM has a presence.</p> | All EURIM Members and Observers; Press; Visitors to website; Individually targeted people and organisations. May be reproduced in other publications. | Printed hard copy 4xA4 sheet; 1 st page to be valid as stand-alone document. Different layout for web version. | <p>Drafted by a working group; Editorial Executive formats and sub-edits; final amendments by the Editorial Committee.</p> <p>When approved is printed and posted to web.</p> | <p>Version agreed by the working group is circulated at least one week prior to a Presentation Meeting of which all EURIM members have been given at least 6 weeks notice.</p> <p>If approved (with amendments) at this meeting, it then goes to the Editorial Committee for political sign-off by Directors or Parliamentary Council members from all the main parties.</p> | Minimum of 8 weeks from production of working group's early draft (when the Presentation meeting can be convened) to actual publication. – often longer. |
| Status Reports | <p>To set out succinctly key points relating to a single issue/argument.</p> <p>Enables rapid response to a matter of current importance (eg comment on a Bill before the House)</p> | Text sent electronically to full EURIM mailing list and placed on the website. May be posted or e-mailed to selected parliamentarians, officials or others. | In-house document, ideally 1 or 2 sides of A4 only. | Prepared by individual(s) within a working group - often the rapporteur. | After receiving endorsement of the working group, the report needs the formal approval of 2 directors or 1 director and the Secretary General, which should be given within 48 hours of receipt. | 4 to 10 days – longer if no immediate urgency |

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| Consultation response | To provide a considered response to a Departmental or Commission consultation on a green paper or draft directive of relevance to EURIM members | Formal submission made to the consulting organisation and copied to members and put on the web (govt departments now usually publish responses received on their websites.) | Principally electronic; hard copy on demand. | Usually prepared by the group chair or rapporteur following a workshop on it. | Rest of group invited to comment by email then final version requires approval as for status report. | 3-4 weeks including convening a short order meeting to discuss. |
| Short report of Off-the record meeting | To provide a summary of discussion and form the basis for subsequent briefings or status reports. Does not link comments to individuals. | Sent to all attending the meeting and registered for the group. May be sent to members of other groups. | Available in hard copy and electronic versions and placed in Members Section of the website. | Prepared by the rapporteur from notes taken at the meeting. | Approved by the group Chair before distribution as a draft. Participants may then request changes | 2 days for draft; 2-20 days for approval. |
| Full minutes of Off-the-Record meeting (including attributions) | To enable the short report of an off-the-record meeting to be checked for accuracy and to save officials from bringing departmental note-takers | Meeting chair, secretary general and lead official only. Parts may be sent to others to check accuracy | Limited circulation e-mail only | Prepared by the rapporteur from notes taken at the meeting. | Checked by meeting Chair , lead official and , if present, Secretary General | 2 days for draft, 2 days for corrections |
| Guides/maps to players or issues | To help members find their way round complex issues and liaise with the relevant people involved. May form an appendix to a briefing paper or status report. | To all members of the working group concerned and other interested people within EURIM. May be put in the members section of the website. | Format may vary – often prepared as a Word table but larger projects could require a database approach. | Prepared by the rapporteur or other members of a group from inputs received. Draft may be circulated more widely for comment | This is an internal working group document which requires formal approval only if it is to be distributed outside EURIM. However, Secretary General must be sent a copy with an opportunity to comment. | Compiling such guides is rarely a rapid exercise but results can be circulated as soon as group is content . |

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| Notes for parliamentarians | To meet a particular need (such as background briefing relating to a forthcoming debate.) or to support a group event. | All Parliamentarians involved, with copies to the working group concerned. | Format as appropriate – usually emails or hand-outs | Prepared by the working group in liaison with the Secretary General | Approval of 2 directors from different parties. | 1 to 4 weeks unless there is immediate urgency. |
| Members newsletter and timetable | To keep EURIM Members and Observers informed and get their involvement in forthcoming activities. | The electronic version is sent at the beginning of each month to the full mailing list of about 800 members and observers. All parliamentarians and a few others receive a formatted hard-copy version by post and this is also placed on the website. | | Compiled by the Secretary General; edited and formatted by the Editorial Executive. | Draft sent to Directors, Group chairs and rapporteurs for comment. Approval by EURIM Chair before being circulated | 4 - 5 days 2 to draft, 2 for checking/approval. 1 for distribution |
| "Flyer" | Information pack sent to all prospective members. | Single copies sent electronically or by post on demand. Used as hand-outs at events. Same content on the public website | Set of A4 pages produced as required. | Updated monthly by the Secretary General, Company Secretary and Membership Secretary | No formal approvals process beyond vetting by the individuals concerned | None. Continuously available |
| Press releases | To publicise a EURIM activity or publication | Directly to individual correspondents and in bulk to relevant press lists | Usual press release format etc | Prepared by person most directly involved and/or PR organisation | Approval required from two Directors or the EURIM Chair and Secretary General. | 48 hours or less. |
| Press comment | Briefing to a single publication or response to query from journalist. | Usually one journal only. | E-mail or verbal | Only Directors and the Secretary General may go on the record on a EURIM "position". Working group chairs may describe recommendations "to be proposed for approval". Others "call for EURIM to ...". All should inform the Secretary General as soon as practical. | | Usually immediate |