

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