

Eurachem Website Content Policy

1 Introduction

The Eurachem website is one of the principal dissemination mechanisms used by Eurachem. It provides information on the structure and purpose of Eurachem, forthcoming and past events, and access to Eurachem's Guides and other resources.

This document sets out Eurachem policy on the nature of content provided on the website.

2 Responsibility

The website is operated by a Webmaster appointed by the Executive and who has operational and editorial control of the site subject to the policy set out below.

3 Categories of content

The following categories of content are regulated by this policy:

Documents:

- Approved Eurachem Guides and Information leaflets
- Eurachem policies and procedures
- Material presented at Eurachem Workshops
- Other documents

Web pages or articles:

- Working Group pages
- Informative technical articles
- Other articles

News and Calendar items

Contact information:

- Secretariat
- Member and liaison bodies
- Individuals

Links to other websites:

- Eurachem member organisations
- Liaison organisations
- Other organisations and resources

Other items

The following paragraphs summarise Eurachem policies and procedure relevant to each content category.

4 Control of content

4.1 Documents

Approved Eurachem Guides and Information leaflets

Eurachem Guides and Information leaflets approved following the procedures in the Eurachem Procedure for development and maintenance of Eurachem Guides will normally be placed on the website for public access.

Eurachem policies and procedures

Approved Eurachem policies and procedures will normally be placed on the website for public access.

Material presented at Eurachem Workshops

Material presented at Eurachem workshops (abstracts, presentations etc.) should normally be made available on the Eurachem Website for public access, usually in the form of PDF files. Provision of workshop material is at the discretion of the presenter and/or copyright holder, who may withhold or withdraw permission at any time.

Workshop organisers are requested to advise presenters of this policy and, where permission for publication on the Eurachem website is not withheld, provide the material in suitable format to the Webmaster. Note: The Webmaster will usually be able to assist in converting common presentation and document formats to PDF format.

Other documents

Other documents may be placed on the website for public access when provided by a Working Group or on the authority of the Executive.

4.2 Web pages or articles:

Working Group pages

The website will normally include a description of the aims, activities, outputs and activities and current membership of each working group.

The content of any working group pages is at the discretion of the relevant Working Group. Working Groups are expected to keep such information under review and up to date.

Informative technical articles

Working groups may provide information in the form of technical articles, 'frequently asked questions', Task Views etc. The content of such articles is at the discretion of the Working group. Working Groups are expected to keep such information under review and up to date.

Other articles

Other material (for example, Eurachem history and background), may be contributed by Working Groups, the Executive, the Eurachem Newsletter Editor, the Webmaster or any authorised contributor to the Website.

4.3 News and Calendar items

Publication of news of, or directly relevant to, Eurachem activities is encouraged. Publication of news items is at the discretion of the Webmaster subject to appeal to the Executive (see paragraph 6).

Eurachem events, including Workshops, General Assembly meetings, Executive Committee meetings and, at the discretion of Working Groups, Working group meetings, should normally be published via the calendar as soon as a date and venue are known. Additional information on forthcoming open meetings (for example, programmes, Abstracts) will normally be made publicly available. Committee meeting papers, including GA, Executive and working group meeting papers, will normally be restricted to Eurachem members.

4.4 Contact information

General

Provision for contact with Eurachem and its members is an important role for the website and a mechanism for contact will normally be provided. The website will normally publish a name, postal address, telephone and fax number for individuals and organisations. Where possible, provision for contact will be made without open publication of email addresses or other means of automated contact. Email addresses will, however, normally be held to permit forwarding of contact requests and enquiries.

The Eurachem Secretary will normally provide the Webmaster with appropriate contact details and advise the Webmaster of changes in contact details.

Working groups should advise the Webmaster of any changes in Working Group contacts (if published – see below).

Secretariat

A contact page, including postal and telephone contact details, will be maintained for the Secretariat.

Member and liaison bodies

Contact pages, including postal and telephone contact details and with provision for forwarding of requests and queries will normally be maintained for member organisations and liaison bodies. In most cases this will be the contact information for a specific individual, but may be a general contact address for the organisation. These organisations may request that all or part of their contact information be withheld.

Working Groups

Working groups may request that a contact page be maintained for their Secretary. The information provided will be at the discretion of the working group.

Individuals

Contact pages, including postal and telephone contact details and with provision for forwarding of requests and queries will normally be maintained for GA delegates and Executive Committee members. Individuals may request that all or part of their contact information be withheld.

4.5 Links to other websites

Eurachem member and Liaison organisations

Links to the home page of websites of Eurachem member or Liaison organisations will normally be provided on the Eurachem site subject to notification of the appropriate link by the organisation concerned, at the discretion of the organisation. Member organisations are expected to notify the webmaster of any changes.

Eurachem will not accept responsibility for the content of other sites.

Other organisations and resources

Working groups may request that a link be provided from the Eurachem website to an organisation or resource that the working group agree is relevant, appropriate and useful. The working group requesting the link should keep such links under review and advise the Webmaster of any changes.

Off-site links may also be provided at the discretion of the executive.

Such links are provided as a service but Eurachem will not accept responsibility for the content of other sites.

Individuals

Links to individuals' home or business web pages will not normally be provided unless specifically approved as an Other Organisation or Resource (above).

Maintenance of web links

Where a link is found to be inoperative, the Webmaster will normally seek to restore the link via normal web search and if unable to do so will remove the link pending notification of change by the organisation or working group responsible.

4.6 Other items

Any other item may be added to the site at the discretion of the executive.

5 Data protection, Copyright and Confidentiality

The website will comply in full with European Data Protection and Copyright laws.

Any organisation or individual who feels that information on the Eurachem website compromises their confidentiality or privacy may request that the information be removed. The webmaster will normally withdraw such information promptly. Where the webmaster is in doubt the webmaster will suspend access to such information and consult the Eurachem Executive.

6 Interpretation

Where there is any doubt as to the interpretation of any part of this Policy, the Eurachem Executive shall have final authority on any matter concerning the content, location and management of the Eurachem Website.

7 Changes to this policy

Changes to this policy may be made by the Executive subject to:

- a) Prior consultation with members where change may affect the treatment of personal data and
- b) A minimum of thirty calendar days' notice to those affected of any change which may affect the treatment of personal data.
