



Communications Protocol

1. Official NWWAC press releases, documents, pictures, videos, slides, papers, reports, power-point shows or any other media carrying the name or logo of the NWWAC 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 NWWAC and issued through the Secretariat.
3. The decision to consult with members of Executive Committee or with other members of the AC besides the Vice Chairs will be the responsibility of and at the discretion of the Chairman of the AC.
4. The Chairman can issue an embargo on an opinion of the NWWAC which limits release of information on that opinion until final wording is signed off. **Draft NWWAC documents should not be released to the press.**
5. Press releases, statements, or any other material regarding NWWAC activities issued by the members of the AC, other than material issued under 1 above, should clearly indicate that the material issued does not, necessarily, represent the opinion(s) of the NWWAC itself but only those of the organisation issuing the statement. In principle press releases or statements issued by the members of the AC will be **about** the NWWAC rather than **from** the NWWAC.
6. Members are encouraged to disseminate translations of any final opinions issued by the NWWAC. 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 NWWAC.
7. Members shall not claim to present the opinion of the NWWAC itself, nor the opinion of other members, unless it has been agreed with the Secretariat and the Chairman that a member will speak on behalf of the NWWAC and present a previously agreed AC position.
8. Members of the AC who express opinions on the work or any other aspect of the NWWAC should clearly indicate that such opinions do not, necessarily, represent the opinion of the NWWAC.
9. If an official comment on any issue is required from the NWWAC, 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 NWWAC before it is released.