

Irish Academy of Engineering

Revised Communications Policy as approved by Council on 29th April 2021

Recommendation to Council

The following recommendation was discussed and agreed by IAE Executive at its meeting in March 2021 and is recommended to by the Executive to Council for approval.

Recommendation - The existing Communications advisory group (CAG) be restructured as a Communications and Publications (CAP) group. The chairs of the 4 main Standing committees to be members of this CAP.

Purpose - With the passage of time and changes in personnel this CAP will strengthen the internal co-ordination role and ensure compliance with the existing communications and publications practice which has evolved over time.

The existing publications procedure, as set out below and which has delivered excellent results over the history of the Academy, will be retained and delivered as set out. In future years the Academy will examine how this might be further developed.

Briefing note – Publications – Existing process – March 2021

Council has delegated responsibility for publications to the Chair of the 4 main standing committees:

- Infrastructure
- Energy & climate change
- Enterprise, Innovation and education
- Heritage

If a topic does not fit into a standing committee or covers many areas the Council, as the governing body of the Academy, retains the right to issue publications in its name.

The chairs of the 4 main standing committees:

- may set up working groups (WG) and may co-opt external subject matter experts on to working groups;
- are responsible for regular reports to Council on progress and delivery of their individual workplans;
- are required to provide a draft of reports to Council for information purposes prior to publication and shall take into account any comments/observations made by Council;

- are responsible for carrying out a formal review of all publications prepared by their committee prior to publication. This review should include:
 - ensuring publications comply with the main objects of the Academy;
 - do not name individuals without affording them an opportunity to review prior to publication;
 - ensuring reports are evidence based prior to publication;
 - comply with the guidance document on publications prepared by the Academy Communications Advisory Group (CAG) and adopted by Council (2018 version is the current approved version);
- have delegated authority to respond, on behalf of Council, to requests for submissions to Government and other bodies (recognising that these often arise requiring short deadlines to completion) for matters under the competence of their standing committees; and
- should ensure that publications conform in all respects to the IAE format of publications and have an ISBN number assigned prior to publications.

Publications, prepared by a Standing committees, should take the form of:

- **Reports** – These are comprehensive documents setting out a range of recommendations and detail of the research findings which underpin these recommendations.
- **Policy Advisories** – These are shorter than reports - approx. 15-30 pages including introductory text and appendices – more focussed than reports and do not contain voluminous detailed research findings.
- **Bulletins** – These are very short, focussed, easily read / understood documents – approx. 2 pages. Can be related to a sub-set from a Report or Policy Advisory

As a general rule publications should be supported by Press releases, website summaries, website articles as set out in the CAG guide on publications (see 2018 version approved by Council).

Proposed on behalf of the IAE Executive March 2021.

APPROVED BY COUNCIL 29TH APRIL 2021