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|  | Newsletter Committee | SOP # | 1 |
| | | Revision # | - |
| | | Implementation Date | 6 th May 2017 |
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| SOP Owner | Chairman of Committee | Approval | AGM |

Standard Operating Procedure

1. Purpose

The Newsletter Committee is a standing committee covering the aims of the Federation in area of news from EFEE and member societies. The Council establishes standing committees. The committee members appoint a Chairman that reports regularly to the Board. The Committee reports to the Board on daily matters. The standing committees are in principle open to members.

2. Scope

Three to four numbers of the EFEE Newsletter are issued per year and shall focus on news from EFEE and member societies. The Newsletter is issued electronically as a PDF document in order to be sent it out via email. We also create a web magazine version based on a PDF document which will be easy to use in any tablet, smart phone or laptop. In order to maintain a high quality and unified look of the Newsletter we have worked out guidelines for contributors and advertisers.

3. Deliverables


- EFEE Newsletter in form of PDF document,
- Guidelines for Newsletter contributors and advertisers,
- Advertisement in the EFEE Newsletter information on prices.

4. Responsibilities

The President of EFEE being the responsible editor - during his period in office - transfers his duty to the Chairman of Newsletter Committee (co-editor) and the technical editor.

Chairman of Newsletter Committee is responsible for:

1. Systematical communication with EFEE members, Council and Board members in order to obtain interesting articles focused on technical news (blasting, blasting accessories, drilling, tunneling, demolition, construction etc.), legislation and standard news (changing in existing and introduction of new directives and standards), blasting accidents and incidents (flyrock, injuries, fatalities etc.), information from different conferences and meetings of working groups and news from corporate, national, individual and associate members.
2. Preparation of Newsletter content and collection of the articles from contributors.

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3. Annual updating of "Advertisement in the EFEE Newsletter information on prices".
4. Elaboration of Call for Committee meeting with specification of time, place of meeting and draft of agenda and distributing it to all committee members.
5. Elaboration of minutes from Committee meeting and distributing it to all committee members.

Technical editor is responsible for:

1. Designing the outlook of the Newsletter professionally.
2. Sales and collection of the adverts from advertisers. He/she shall communicate to the Secretary General; sales price, size of advert and name/email address of the advertiser so Secretary General can invoice.
3. Processing of articles and adverts into PDF Newsletter edition.
4. Sending out the Newsletter to EFEE members over the email.

Members of Newsletter Committee are responsible for:

1. Participation and contribution to the work of Newsletter committee and Newsletter preparation according to decisions, instructions and requirements of the Chairman of Committee and the Committee.

5. Procedure


EFEE Board approves the terms of the Newsletter editions for the next year during autumn meeting. The terms of the Newsletter editions approved by Board are obligatory for the Chairman of Newsletter Committee (co-editor), technical editor and Committee members.

6. References

Articles of Association and By-laws.

7. Definitions

EFEE or Federation - European Federation of Explosives Engineers,
President of EFEE - President of Federation,
Chairman or Chairman of Committee (co-editor) - Chairman (head) of Newsletter Committee,
Technical editor - editor responsible for technical designing and processing of the Newsletter,
Article of Association - EFEE Constitution,

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Secretariat and Secretary General - other body of EFEE serving the Board and the Committees in communication matters,
Board - other body of the Federation, which consist of the President, the Vice-President, the Past-President, Treasurer and Board members,
Council - other body of the Federation,
Committee - Newsletter Committee, other body of the Federation,
AGM - Annual General Meeting, legislature body of the Federation.