

2018

**GUIDELINES FOR USE BY THE
EDITORS OF SADCA
NEWSLETTERS**

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document provides guidance for the Editors of SADCA Newsletters.

Publication reference: GD001-01





Authorship

This document has been prepared by the SADCA Secretariat.

Classification

This document is classified as a SADCA Guidance Document.

Authorisation

Issue Number: 01
Prepared by: SADCA Secretariat
Date: 15 March 2016
Approved by: General Assembly
Issue and application date: 11 May 2018

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

Copyright

The copyright of this text is held by SADCA and the text may not be copied for resale.

Further information

For further information about this publication, contact the SADCA Secretariat on:

SADCA Secretariat
Private Bag X23
Sunnyside
Pretoria
0132
South Africa
Tel: +27 12 740 9537
Email: fikiles@sanas.co.za



CONTENTS

1. PURPOSE 4

2. RESPONSIBILITIES 4

3. PRODUCTION OF SADCA NEWSLETTERS 4

ANNEX A: Document Amendment Record 6



1. PURPOSE

- 1.1 This Guidance Document outlines the process that should be followed for the production of SADCA Newsletters by the appointed Editors.

2. RESPONSIBILITIES

- 2.1 The SADCA Marketing and Communication Committee (MCC) Chair is responsible for providing guidance to the Editor on the process to be followed in the production of the SADCA Newsletter.
- 2.2 The Editor is responsible for adhering to:
 - 2.2.1 The procedures related to the production of the Newsletter; and
 - 2.2.2 The SADCA Corporate Identity Manual in producing the Newsletter.

3. PRODUCTION OF SADCA NEWSLETTERS

- 3.1 The SADCA Newsletter shall be published on at least once a year.
- 3.2 The Editor of the Newsletter shall be decided on by the MCC Members.
- 3.3 The Editor shall be from amongst the SADCA Members, on a rotational basis.
- 3.4 The Editor may be nominated more than once.
- 3.5 Each editor shall produce at least one edition of the Newsletter but may produce two editions of the Newsletter in a year, however, an Editor can be appointed more than once.
- 3.6 The content and production of the Newsletter is the responsibility of the Editor.
- 3.7 The SADCA Chair's Foreword shall be drafted by the Editor in consultation with the SADCA Chair.
- 3.8 The Editor shall contact all SADCA Members to request articles for the Newsletter in a timely manner.
- 3.9 The Editor may use the opportunity to include information and articles of interest on their organization in the Newsletter.
- 3.10 The Editor shall edit and prepare the Newsletter and include all contributions received from SADCA Members. The edited Newsletter shall be submitted to the Secretariat by mid - January and mid - July for publication by the Secretariat by end of January and July.
- 3.11 The Newsletter shall be published in an electronic format as a PDF file. No hard copies will be printed by SADCA.
- 3.12 The Editor shall be advised on the Edition and Issue Number of the Newsletter by the MCC Chair.
- 3.13 It is the responsibility of SADCA Members to circulate the Newsletter (either by electronic or other means) within their organisation and to interested stakeholders. The members shall circulate it within 5 days of receipt of the published Newsletter.
- 3.14 The Editor shall email the PDF edition of the Newsletter to the Secretariat to distribute to each contact listed on the SADCA mailing list; and



GD001-01 May 2018

3.15 The Newsletter shall be posted on the SADCA website by the Secretariat as a PDF file within 5 days of publication.



ANNEX A: Document Amendment Record

Proposer	Section	Change	Approval date
		•	
		•	
		•	
		•	
		•	