



Communication policy

October 2019

EPBS is an International Non-Profit Association (AISBL) registered under the Belgian law
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Introduction

The EPBS Communication policy is a tool for the organization to regulate and improve its internal communication between members, Management Body, working groups, committees and General Governing Body

This policy will be reviewed periodically as required.

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1 Direct communication

1.1 Order for communicating to members

1. President
2. General Secretary
3. Management Body

All correspondence should be lodged with the General Secretary who uses the appropriate channel to reach out to and communicate with the different stakeholders.

To comply with the General Data Protection Regulation, no personal Data shall be communicated in any way to third parties unless agreed by the person concerned.

1.2 Management Body

Direct communication within the MB could be done by any member via:

- e-mails
 - to list: answer expected from recipient on this list
 - cc list: no answer expected from recipient on this list. Content is only sent as information
- agreed cloud-based solution
- face to face meetings
- phone calls
- video conference
- web messaging
- official letters signed by the President.

1.3 Management Body to Members

Direct communication from MB to members should be lodged with the General Secretary and the President but can be done by any MB member if agreed.

2 Indirect communication

While the EPBS has a presence on social media channels, such media will not be used to provide advice. All requests should be processed through official channels and the users will be invited to address EPBS via the general secretary's e-mail.

2.1 From members to other members

Members are encouraged to network and share information among them.

In case of a poll to be addressed to all EPBS members, permission is requested and shall be addressed to the General Secretary who acts as communicator towards members.

2.2 From working groups / committees to members

Communication from working groups / committees should be lodged with the Coordinators and General secretary.

Coordinators maybe invited to address the members directly during the General Governing Body meetings.

2.3 Students

EPBS encourages the students to remain in the EPBS network.

All communication should go through Student facilitator.

2.3.1 Student forum

General secretary will only care of sending agreed documents to members prior to the meeting.

2.3.2 Other students

Student facilitator will answer any query received by e-mail using English as official language. General secretary or president may help on request.

3 References

- EPBS Statutes
- EPBS Internal Regulation
- EPBS Social Media Communication plan
- General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and the Council

Approved by the General Governing Body
10th October 2019, Genoa, Italy



President
Fernando Mendes



General Secretary
Sonia Daadoucha Perroud