



**PROCEDURES FOR EDITORS OF
*APLAC NEWS NOTES***

1. Introduction

This document sets out the procedures for the production of each edition of *APLAC News Notes*.

2. Responsibility

The APLAC Public Information Committee (PIC) Chair is responsible for providing initial information to the editor of *APLAC News Notes*. The current editor is responsible for following the procedures related to the production of the newsletter.

3. Production of *APLAC News Notes*

- (i) *APLAC News Notes* is published every three months: March, June, September, December.
- (ii) The choice of content is the responsibility of the editor. The editor is encouraged to use the edition to include information about his/her organisation. Appendix 1 gives the banner heading of the newsletter and the information to be included in the left hand column of the first page of the newsletter.
- (iii) At the start of the month before publication of the newsletter (February, May, August, November) the APLAC PIC Chair shall send the following to the editor:
 - copy of this procedure (APLAC PR 009)
 - current *APLAC News Notes* mailing list (APLAC SEC 025)
 - name of the next editor of *APLAC News Notes*.

The editor shall also be advised of the edition number of the newsletter by the PIC Chair.

NOTE: If an edition is not issued, its edition number stays as a “blank” edition; numbers are not re-assigned.

4. The editor shall contact each APLAC member (Full and Associate), the PAC secretariat and the APLAC secretariat asking for contributions to the newsletter, advising the name and email address of the person to whom contributions are to be sent, and the date by which contributions should be received.

5. The editor shall prepare the newsletter, including any contributions and information from his/her organisation. The newsletter shall be produced in electronic format as a PDF file. The newsletter shall be issued before the end of the publication month.

It is the responsibility of each recipient of the newsletter to circulate it (by either electronic or other means) within his/her organisation and to other interested parties in the economy.

6. The editor shall email the PDF edition of the newsletter to each person listed on the *APLAC News Notes* (SEC 025) mailing list. The editor shall also send an electronic copy of the newsletter, as a PDF file, for posting on the APLAC web site, to the following email address:
aplac@nata.asn.au

APPENDIX NO. 1



Month 200X

APLAC News Notes

Issue No. 0YZ

APLAC is an organisation of accreditation bodies in the Asia Pacific area that have expressed a desire to cooperate in fostering the development of competent laboratories, inspection bodies and reference material producers in member economies.

Cooperation is to include:

- Exchange of information
- Joint training programs
- Proficiency testing
- Harmonisation of requirements
- Mutual recognition of systems meeting harmonised requirements

APLAC NEWS NOTES is published four times a year to facilitate the exchange of information among members and interested parties. It is not copyrighted and may be reproduced in full. Excerpts should reference *APLAC News Notes* specifically. Wide copying and distribution are encouraged.

APLAC also maintains a web site at:
www.aplac.org

Secretariat for APLAC:

National Association of Testing Authorities
(NATA)
71-73 Flemington Road
North Melbourne VIC 3051
Australia
Telephone: +61 3 9329 1633
Fax: +61 3 9326 5148
Email: aplac@nata.asn.au

This issue is published by

Your organisation's details

The next issue will be published in **Month 200X** by **Next Editor**.