



FRAMEWORK FOR COMMUNICATION

DOCUMENT TYPE :	REF. CODE:	ISSUE NO:	ISSUE DATE:
GUIDANCE	BRD-FWK-010	005	10.05.2023

1. INTRODUCTION

This framework outlines the basic principles regarding Communication and gives some practical rules.

2. SCOPE

Communication includes all official business and scientific communication within the ENFSI community, as well as with relevant external organisations or individuals.

3. PRINCIPLES

- Communication shall support the vision and aims of ENFSI;
- Communication with external organisations or individuals on behalf on ENFSI needs approval from the Board in advance;
- The intellectual property of all information achieved under ENFSI auspices (guidelines, minutes, best practice manuals, glossaries, etc.) belongs to ENFSI's contracting body;
- Information shall be transparent and available unless it might be used for illegal or risky applications;
- Information shall be available free of charge;
- The Board shall publish practical rules regarding communication issues.

4. PUBLICATION OF OFFICIAL DOCUMENTS

- The Board, the Committees, the Working Groups and Project Groups shall publish the official documents (by-laws, agenda's, minutes, reports, plans, etc.) regarding their scope of activities in such a way that all involved groups or individuals can access the needed information at the right time.
- Official documents shall be in the format as formulated in the guidance document 'THE FORMAT AND APPROVAL OF ENFSI DOCUMENTS' (code BRD-GEN-001).

5. WEBSITE

- The website shall be the main source of information;
- The website shall be split into 1) pages with general & business information and 2) the Working Group pages;
- The Working Group pages shall have the same format as the general & business part of the website.
- The Board shall be responsible for the overall functioning of the ENFSI website;

- The ENFSI web editor and the ENFSI secretary respectively shall be responsible for the day to day operation of the website (general & business part); the Working Groups shall be responsible for the day to day operation of the particular Working Group pages;
- The ENFSI web editor shall liaise with the editors of the Working Group pages for co-ordinating their website activities.

6. SOCIAL MEDIA

- In order to enhance ENFSI's professionalization, the Board and the ENFSI secretary shall operate at least one established social media account.
- Information provided shall include updates about recent events, such as Annual Meetings, and information about recent deliverables.

7. ENFSI PROTECTED ATTRIBUTES

The logo^a and the anthem^b are ENFSI protected attributes.

8. LOGO

- The original ENFSI logo is preserved at the ENFSI secretariat;
- The original design of the logo shall be respected; it is not allowed to use a modified logo;
- Members are allowed to use the logo on e.g. documents or flags if the use is related to ENFSI activities. In case of doubt, permission from the Board should be asked.

9. ANTHEM

- The ENFSI anthem is played at a selected and limited number of meetings. The Board decides on this for each and every individual meeting, the Annual Meeting is always opened by the anthem.
- It is forbidden to shorten the presentation of the ENFSI anthem or to modify it into any different music forms.
- Every ENFSI member is entitled to have a record of the ENFSI anthem on CD which is available on the ENFSI Secretariat.

10. COMMUNICATION WITH EXTERNAL ORGANISATIONS

- The Board shall consider the potential external organisations with which relations should be sought.
- The Board shall evaluate the benefits of the relations with external organisations and decide on maintaining or finishing.

11. PUBLIC RELATIONS

- A set of PR-articles (brochure, gifts, memorabilia, etc.) which have to be approved by the Board shall be available from the ENFSI secretariat;
- Members can have free disposal of these articles for PR activities at the discretion of the Board.

12. MISCELLANEOUS

12.1 Booth

ENFSI shall have a booth at a selected and limited number of forensic meetings. The Board decides on this for each and every individual forensic meeting.

12.2 Flags

ENFSI shall use flags with the ENFSI logo at a selected and limited number of meetings. The Board decides on this for each and every individual meeting.

###

^a The ENFSI logo was donated to ENFSI on the ENFSI Business Meeting in Rijswijk in October 1994 .

^b The ENFSI anthem (donated to ENFSI on 13th ENFSI Annual Meeting in Prague in 2001) is an original authorial work from the composer Pavel Ciboch from the Czech Republic and is copyrighted. The original record provided by the castle Guard and Czech Police Orchestra is stored on mini DV at the ENFSI Secretariat