

Policy on Approval of GMFA Interventions

1. Purpose of this policy

- 1.1 To define a clear and understandable process, for the approval of GMFA interventions.
- 1.2 To ensure that interventions are not misleading or factually inaccurate
- 1.3 To ensure that interventions are not inappropriate
- 1.4 To avoid / pre-empt legal action
- 1.5 To avoid / pre-empt conflict within GMFA
- 1.6 To avoid / pre-empt conflict with external partners, agencies and commissioners
- 1.7 To ensure quality of interventions
- 1.8 To keep control of the GMFA image and brand

2. Scope of this policy

- 2.1 This policy covers all print and electronic interventions, fundraising interventions and resources and workshop programmes.
- 2.2 Research questionnaires and briefings are outside the scope of this policy except where they are being published for use outside GMFA in the public domain.
- 2.3 Some elements of web-based interventions are not covered by this policy. These are changes due to: typographical errors; the mending of broken links; factual information regarding the promotion of services; time-bound or rolling elements of GMFA websites.

3. Procedure for getting interventions approved

- 3.1 All interventions should normally first be approved by the appropriate group(s) that are involved in the development of the material.
- 3.2 All interventions must be proof read by a person not involved in the development of the intervention.
- 3.3 All interventions (accompanied by the relevant ASTOR) should be passed to the Chief Executive (or the Head of Programmes if s/he is not available) at least one week before a deadline. The resource must be accompanied by the Submission for Approval Form (*n:/current documents/office/admin/forms /Publishing approval forms/submission for approval form, appendix 1*).

- 3.4 Electronic media should be printed before being passed to the Chief Executive. It may not always be possible to print electronic media in its final format. Consequently interventions may be approved by viewing the images and text used. All new web pages, format changes and changes relating to the content of health information and advice have to be approved by the Chief Executive.
- 3.5 Any substantive negative feedback in written form, not incorporated into the publication, should accompany the resource when it is being submitted for approval
- 3.6 Written permission from the owners of the copyright to all images not produced by GMFA, should accompany the resource.
- 3.7 The Chief Executive will check the resource against an approved check list (see section 6) of rules that all interventions must comply with. Should the rules not contain circumstances relevant to a particular resource, the Chief Executive will have authority to make a decision. The rules will then be updated by the Board to cover similar future interventions. It is not the duty of the Chief Executive to proof read interventions.
- 3.8 The Chief Executive will then fill in the Resource Approval form (*n:/current documents/office/admin/forms/Publishing approval forms/Intervention Approval Form, appendix 2*) and do one of the following:
 - 3.8.1 Approve the resource
 - 3.8.2 Refer the resource for legal advice
 - 3.8.3 Suggest minor alternations to the resource in order for it to comply with the rules for interventions
- 3.9 No alterations should be made to the resource after final approval by Chief Executive.

4. Appeals to the decision of the Chief Executive

- 4.1 There is no appeal against the decision of the Chief Executive. However, if a group of volunteers or employees responsible for the resource believe that the Chief Executive has not applied one or more of the rules as set out in section 6 correctly, they can inform him/her of this and ask him/her to reconsider his/her decision.
- 4.2 If the issue under dispute is not covered by this policy, the group of volunteers may ask for a policy change or ask the Board to give clear direction to the Chief Executive. Both these things can be done following the process set out in the "Reporting Problems" policy.

5. Time-scale for approving interventions

- 5.1 The approval will normally take five working days. For large interventions such as workshop programmes, the approval process may take up to a month.
- 5.2 The Chief Executive may approve interventions sooner if s/he wishes, but is not obliged to do so.
- 5.3 Referring a resource for legal advice can take two weeks.
- 5.4 Asking the Board to change a policy or give direction to the Chief Executive will take at least a month.
- 5.5 The Chief Executive is not responsible for any delays in the delivery of an intervention if a resource has to be referred for legal advice or direction from the Board.

6. Rules for all interventions

- 6.1 All interventions must comply with any relevant GMFA policy.
- 6.2 All interventions must comply with any contractual obligations.
- 6.3 The resource must demonstrate an ability to meet the aim of the intervention.
- 6.4 All interventions must have the GMFA logo in full.
- 6.5 The correct typeface (News Gothic MT) should be used on all printed resources. Non-graphic typeface in electronic resources must be Verdana..
- 6.6 The full address, relevant telephone number, relevant e-mail address, website and charity number should be on all interventions.
- 6.7 A clear invitation to volunteer and donate should be included in all interventions. This invitation should not negatively impact on the aim of the intervention.
- 6.8 All days, dates and venues advertised, details about other organisations (e.g. telephone numbers, addresses etc.), must have been checked by the Project Manager responsible for the resource.
- 6.9 GMFA has to have written permission from the owners of the copyright to all images not produced by GMFA.
- 6.10 Images should be credited, should the person or company owning copyright on the image wish it.
- 6.11 All factual information interventions that can be accessed over a time-frame of over two months should contain the phrase 'This information was accurate as of day month year'. This disclaimer will be required on all sections (but not on all pages) of internet sites.
- 6.12 All interventions must make reasonable adjustments or have planned into the design of the intervention, elements which increase access for people with disabilities.

- 6.13 Any intervention that explicitly discriminates in favour of any section of society must do so legally and comply with any regulations and procedures that allows it to do so.
- 6.14 All interventions which express a personal view must explicitly contain a disclaimer that the views expressed are not necessarily the views of GMFA.

7. Exceptions to the rules

- 7.1 At times a group or group of volunteers working on a resource may feel that using the GMFA logo in full or printing the full address etc., may be at odds with the aim of the intervention or inappropriate for the resource. In this situation, the Chief Executive may give permission to not apply rules 6.4 to 6.8. His/her decision will be based on the practicality of using the full logo and address etc. and the purpose and design of the intervention.

8. Withdrawal of GMFA interventions

- 8.1 The Chief Executive has the power to withdraw GMFA interventions that s/he believes to be factually incorrect, inappropriate or no longer relevant.
- 8.2 The Board will be informed of any interventions being withdrawn.

9. Approval for the reproduction of GMFA interventions by other agencies

- 9.1 GMFA is generally happy for its interventions to be reproduced verbatim or in part, with permission, both in the UK and abroad. GMFA and where appropriate, designer and photographer may ask for a credit as a condition of permission.
- 9.2 Where organisations want to use GMFA interventions in part or in a different context, the above applies, although GMFA reserves the right to view the new materials before publication and withdraw permission for their use if they are felt to be inappropriate or inaccurate.

10. Dissemination of this policy

- 10.1 This policy will go to all staff and Board members and be included in any staff and Board inductions.

11. Review of this policy

- 11.1 The policy will be reviewed every four years.
- 11.2 This policy was passed on 13/03/03
- 11.3 This policy was amended on 25/01/07



Appendix 1

Submission for Approval Form

Project	
Project Manager	
Deadline	

This resource has been proof read by

	Tick
GMFA logo	
Relevant phone no. and email	
GMFA website (<i>www.gmfa.org.uk</i>)	
Charity No. (<i>1076854</i>)	
GMFA projects are developed by positive and negative volunteers.	
An invitation to volunteer	
An invitation to donate	
Dates, times, venues are correct	
AIDS and HIV are in capitals	
Information regarding other organisations has been checked	
Funder's logo	
GMFA has permission to use all images (written permission included)	
Credit for images	
This information was accurate as of <i>date</i> (factual info. interventions only)	
Reasonable steps taken to increase disability access	
Interventions with unequal access are legal	
Disclaimer regarding the views of GMFA	
Complies with contractual obligations	
ASTOR included	
Substantial negative feedback included	

Other info:

Signed:

Date:

Appendix 2

Intervention Approval Form

Project	
Project Manager	

	Tick
I approve this resource	
I want the changes below made to the resource before I approve it	

Changes:

Signed:

Date: