



Procedure for developing ISWA publications

This procedure has been developed to ensure the high quality, relevance and improved coordination of ISWA Publications. It is recognised that many ISWA publications are developed on a voluntary basis so we would like to ensure that this time is used most effectively. The ISWA Publications: Waste Management & Research, Waste Management World and the ISWA Annual Report are not included in the scope of this document.

An ISWA publication may be proposed by the ISWA Board, an ISWA Internal Group (includes STC, TF, WGs), by the ISWA GS, in connection with the Project Grant or as part of a cooperation project with another partner organisation.

ISWA Papers include: White Paper, Position Paper, Key Issue Paper, and Technical Policy Paper (or Policy Brief).

General ISWA Publications may include: Guidelines, Reports, Case Studies, and Fact Sheets etc.

In instances where ISWA Publications require specific expertise, additional research and extensive work that cannot be developed on a voluntary basis, funds may be sought for their development through the ISWA Project Funds.

Technical publications (rather than position papers) should be the focus. The topics covered should be aligned with ISWA's priority areas.

FOR ISWA PAPERS

1. The concept, outline (Toc) and scope for the paper is presented to the STC at a meeting for discussion, before work on developing the detailed content begins
2. With respect to ISWA Papers, it is preferred that a Key Issue paper on the theme or topic is developed before a position paper. Therefore, after all issues have been exposed, it is more easily to identify if an ISWA Position can be taken.
3. At least a two week period for review/commenting is provided to the STC. If the review takes place ahead of a meeting, no new comments can be received at the approval meeting. The person responsible for the paper must inform the STC if their comments have been integrated or not (if not why not)
4. The final publication is to be presented by the Chair of the Working Group or Task Force responsible for the paper at an STC Meeting
5. The STC approves the final publication of all ISWA Papers. ISWA Position Papers shall in addition be approved by the Board
6. The Publication is formatted in the ISWA Publication Format

FOR GENERAL ISWA PUBLICATIONS

1. The Board and STC are kept informed about the scope of work and development of all ISWA publications
2. Drafts and final versions of ISWA publications must undergo review. The review can be by the STC, Internal Group Members or a small review group established specifically for the publication
3. The STC approves the final publication (*except in certain cases where the publication is straight forward like a fact sheet or info sheet or when it has been prepared as part of a project, then the approval may be made by the ISWA GS*)
4. The Publication (where appropriate) is to be formatted in the ISWA Publication Format