



## **PUB-100: Publications Office – April 20, 2018**

### **Objective**

This Policy sets out the charter of the Publications Office. This office exists to manage and develop successful INCOSE publications within the scope of the office.

### **Roles and Responsibilities**

The INCOSE Board of Directors approves the budget of the Publications Office.

The President-Elect provides leadership oversight of the Publications Office.

The Associate Director for Publications leads and is the budget line owner for the Publications Office, and reports on the Publications Office to the INCOSE Board of Directors. The Associate Director for Publications shall be nominated by the President-Elect and appointed by the President for a term of three years.

The Publications Manager manages the day-to-day operations of the Publications Office and reports to the Associate Director for Publications.

### **Scope**

The Publications Office shall be the point of contact of INCOSE for the production of all publications that are approved INCOSE technical products and for all INCOSE publications that are available for sale to the public. Services for the production, promotion, sales, and distribution of the publications may be performed by contracted publishers, and the Publications Office shall be the point of contact for these contracted services. Within INCOSE, the Director for Marketing and Communications is responsible for promotion, and the Chief Information Officer is responsible for sales and distribution. The generation of content for publications is the responsibility of the editors of each publication.

The Publications Office shall:

1. Manage contractual relationships with contracted publishers;
2. Negotiate changes to contracts with contracted publishers in preparation for approval by the President-Elect;
3. Identify opportunities for potential projects and products that may lead to increased impact or revenue to INCOSE. These projects may derive from existing or future INCOSE products, or they may be in response to suggestions from a publisher or other potential collaborator;



4. Provide support to INCOSE Technical Operations, INCOSE Chapters, or strategic partners to explore possible publishing projects and products; and
5. Propose pricing for INCOSE publications based on market research and, as appropriate, contracts with publishers.
6. Maintain all Publications Office records and reports in Connect
7. Perform a managing editor function to:
  - a. Ensure that publication dates are met and that communications with publications staff and publishers are accomplished in a timely way;
  - b. Collect and monitor statistics regarding distribution and impact of publications; and,
  - c. Interact with the editors of each publication in order to provide timely reporting to the INCOSE Board of Directors.
8. Perform an intellectual property manager function to:
  - a. Monitor INCOSE copyrights; and
  - b. Provide advice to INCOSE chapters and members on intellectual property issues.
  - c. Monitor IP releases for compliance with restrictions on Proprietary or Export Controlled information.
  - d. Monitor compliance with issues with sales and distribution of technical information that might be restricted as a result of sanctions, as described in ADM-108.
  - e. Monitor compliance with global issues with sales and distribution of technical information, particularly in light of compliance with regulations regarding protection of privacy information.

### **Responsible Position**

The INCOSE Associate Director for Publications is responsible for this policy.

### **Related Policies**

ADM-108: Global Operations



ADM-103: Intellectual Property

**Related Procedures**

N/A.

**SUPERSEDES: PUB-100 dated July 16, 2015**

**APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 20, 2018**

**POLICY OWNER (RACI Responsible R): Associate Director for Publications**

**MAINTAINED BY (RACI Accountable A): President-Elect**