



PUBLICATIONS POLICY

1.0 Introduction

Oil & Gas Admins International (O&GA) is a global organization that promotes administrative and support development and career advancement in the oil, gas and energy industry. Meetings, conferences and publications are the main O&GA activities through which knowledge is disseminated, and all are governed by approval and review policies administered through the O&GA Executive Committee. This Publications Policy is administered by the Executive Committee. Substantial value and credibility is added to any publication produced under the O&GA name and/or logo.

The Executive Committee has adopted this policy to ensure that all publications associated with the O&GA name and logo through O&GA International, any of its legal subsidiaries, or any of its units (such as regions) follow standards set forth in this policy. No member, region, or committee is authorized to use the O&GA name and/or logo on any publication without following this policy.

2.0 Definitions

Publication: Any book, magazine, newspaper, newsletter, journal, pamphlet, or periodical, in print or electronic format. O&GA Newsletter: Any regular communication to members.

O&GA International Publication - A publication whose costs are borne by O&GA International and that is available to members and nonmembers. May be provided to members as a member benefit (i.e., without additional cost) or by separate subscription.

Non-O&GA Publication - Any publication copyrighted by and the financial responsibility of an organization other than O&GA or any of its subsidiaries or units.

3.0 Executive Committee Authority for Publications

The Executive Committee has the responsibility and authority to determine whether publications that use the O&GA name/logo are consistent with O&GA's mission and serve the needs of O&GA's members.

O&GA does not wish to impede normal business, however publications making use of the O&GA name/logo, including regional publications and non-O&GA publications for which endorsement of or participation by an O&GA entity is sought, require approval by the Executive Committee. Requests for such O&GA support are to be made using the application in Attachment A.

4.0 Non-O&GA Publications

While, in general, O&GA would prefer to focus member volunteer efforts and appropriate content on O&GA publications, the Executive Committee acknowledges that circumstances may arise where it is appropriate to lend O&GA support to a non-O&GA publication. The Executive Committee will closely monitor O&GA member involvement with such publications and the quality of these publications. For the logo of an O&GA section to be used on a non-O&GA publication, Regional Ambassadors or their designees need to remain actively engaged with the publisher in guiding the content and ensuring that it reflects positively on O&GA. The Executive Committee will monitor such publications closely to review the case for continued lending of the O&GA name/logo.

5.0 Governing Policies and Principles

All O&GA publications, including region and corporate newsletters, are expected to adhere to certain policies and principles to deliver high-quality content.

5.1 O&GA Editorial Policy

All O&GA publications, including newsletters, must comply with the following O&GA Editorial Policy:

Oil & Gas Admins International encourages open and objective discussion of technical and professional subjects pertinent to the interests of the O&GA in its publications. O&GA publications shall contain no judgmental remarks or opinions as to the technical competence, personal character, or motivations of any individual, company, or group. Any material which, in the publisher's opinion, does not meet the standards for objectivity, pertinence, and professional tone will be returned to the contributor with a request for revision before publication.

It is recommended that this O&GA Editorial Policy statement be included in all periodicals published by an O&GA entity.

5.2 Impartiality

To protect O&GA's reputation as a respected association for oil and gas administrative professionals and the industry's most reliable provider of technical information, publications produced under the auspices of O&GA should not promote the use of a specific product or service and should present an impartial, balanced view of technology.

5.3 Professionalism

Regional councils are responsible for ensuring that their publications present a professional image, avoiding inappropriate or potentially offensive content, should be mindful of the highly diverse nature of O&GA's international membership and avoid materials of a sexual, racial, religious, or political nature. O&GA is a technical organization, and while regions may engage in a wide range of non-technical activities (e.g., charitable, educational, social), these are nonetheless activities sponsored by O&GA and the overall tone should be professional.

5.4 Use of O&GA Name and Logo

The Following is O&GA's Policy on the Use of the O&GA Name and Logo.

Oil & Gas Admins International (O&GA) members, staff, and committees should use the O&GA name and logo for O&GA's official business and in communications regarding O&GA activities such as meetings, conferences, publications and other O&GA programs. Appearance of the O&GA logo is governed by the [O&GA Graphics Standard](#).

Approval of O&GA's Executive Committee is required for use of the O&GA name or logo for (1) any event organized by a commercial meeting organizer, (2) any event organized by either a commercial or not-for-profit meeting organizer that will be promoted beyond an O&GA region's membership,* or (3) any publication (print or electronic) involving an organization other than O&GA. Executive Committee approval of any joint venture, such as a joint meeting or publication, will serve as approval of use of the O&GA logo within the terms of the joint-venture agreement.

No individual O&GA member or group of O&GA members may authorize use of the O&GA name or logo by another organization for any activity that is not in compliance with policies.

Contact O&GA's Executive Committee with any questions about use of the O&GA name and logo.

The name should appear prominently in the title or on the masthead of all publications.

5.5 Copyright

The editorial committee (or individual) is responsible for ensuring that they have permission to publish any copyrighted materials. This includes O&GA materials and technical papers.

5.6 Liability

O&GA publications should include a disclaimer of responsibility for contributed content. Example: "O&GA is not responsible for any statements made or opinions expressed in its publications."

5.7 Advertising Policy

In general, advertising accepted for O&GA publications should be pertinent to the oil and energy industry and the readers of the publication. Members, Staff, Committee and Ambassadors should follow the O&GA advertising policy, which should be stated in each of its publications:

"O&GA publications accept advertising for goods and services which, in the publisher's judgment, address the technical or professional interests of the readers."

5.8 Conflict of Interest

O&GA's [Conflict of Interest Policy](#) defines a conflict of interest as: A situation in which someone in a position of trust (such as a member of the O&GA Executive Committee or a Committee) has a direct or indirect interest in an entity and that entity enters into a

transaction with O&GA. More generally, conflict of interest can be defined as any situation in which an individual or corporation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

[Member Misconduct Reporting Form](#)

Appendix A

Application for Approval of an O&GA Publication

1. Publication description
Describe the scope, purpose, types of content, and need for the proposed publication.
2. Title of the proposed publication
Provide the name of the publication and how the O&GA name/logo will be used (region logos on cover, etc.)
3. Objectives and measures of success
Describe the desired future outcomes to be achieved by doing this and how successful achievement will be measured.
4. Consistency with O&GA's mission and strategy
How does this publication support O&GA's mission? How does it fit with O&GA's strategic plan?
5. Similarity/conflict with existing O&GA publications
Describe how this publication differs from existing O&GA publications and whether there are areas of overlap or potential competition. What measures will be taken to avoid overlap or competition and any member confusion?
6. Content sources/generation
Will a contractor be responsible for content generation? What will be the region's involvement in overseeing the content of each issue? What types of content will be included? Will the publication include advertising?
7. Publication distribution
To whom, and in what format, will the publication be distributed?
8. Benefits of publication
Describe how O&GA, the region, and members benefit from the creation of this publication.
9. Exit strategy
What factors will need to be considered to sunset this publication if needed? If a contractor is involved, what lead time is required and reasons are acceptable for termination of the contract?
10. Other considerations