

	<b>PUBLICATIONS PROCEDURE</b>	<b>Document No:</b>	<b>HR-PRO-043</b>
		<b>Approval Date:</b>	<b>06/05/2021</b>
		<b>Approved By:</b>	<b>Permanent Committee</b>
		<b>Review Date:</b>	<b>14/07/2022</b>
	<b>Responsible Officer:</b> Chief Operating Officer	<b>Expiry Date:</b>	<b>14/07/2022</b>
	<b>Authorising Officer:</b> General Secretary	<b>Issue No:</b>	<b>14/07/2021</b>

## 1. Policy

The Australian Catholic Bishops Conference (the Conference) recognises that online or digital publication of material presents both environmental benefits as well as cost savings. Online publication also enables material to be printed on-demand and in whatever volumes are required.

As a standard approach to publication, all Conference online publications should be published in two formats: 1) 'Printable on demand' (predominantly PDF) and 2) 'Print ready' (published with all the specifications necessary to produce high-resolution printed output, without requiring any additional alteration or intervention).

This will enable users of the publications to print at a quality of their choosing, based on the proposed use of the publications and available budget.

Publications may only be printed in hard copy (e.g. bound books), by exception, and where a business case has been submitted and approved prior to hard copy printing taking place. Where publications are printed in hard-copy, pre-orders should ideally be undertaken, to enable an appropriate number of copies to be produced for subsequent distribution.

## 2. Scope

This Policy applies to all Conference operations which include the Episcopal Commissions, Advisory Bodies and Subsidiary Agencies. The agencies Caritas Australia and the National Catholic Education Commission are excluded from the scope of this policy.

## 3. Related Documents

Nil

## 4. Key Roles and Responsibilities

Executive Secretaries, the Chief Operating Officer or General Secretary may approve the publication of hard-copy material.