



## **International Council of Cardiovascular Prevention and Rehabilitation (ICCPR)**

### ICCPR CR Program Email Distribution List- Policy

Version 1

Given there are not CR societies in every country globally who could be members, ICCPR shall maintain an email list of individual CR program contacts as a way to reach individual programs to share information to support our mission as outline in our Charter. It shall serve as a mechanism to distribute announcements, information etc to CR programs globally.

This program distribution list differs from ICCPR's council email list comprised of current named representatives from member associations, association administration contacts, and ICCPR friends. That list is used for notice of meetings and Council business. The ICCPR also has a member google group which serve as a discussion mechanism amongst Council member and friends. The social media accounts and website are means for ICCPR to communicate our messages to interested parties beyond Council should they chose to view it (e.g, CR conferences shall be posted to ICCPR's website, and programs directed to see the latest meetings there).

The message content should be of broad interest to the target audience. It should be clear from what body the message is stemming, if other than ICCPR. The email distribution list shall not be used casually or excessively (i.e., limited frequency). Brevity is encouraged. The email distribution list should disseminate information where timeliness is important; other information could be shared on ICCPR's website.

The email distribution list shall have an "opt-in" and a simple "opt-out"/unsubscribe mechanism. The emails in the list will not be shared with any external parties.

Grant study results for example may be disseminated through the distribution list if it meets the above criteria. Postings from for-profit organizations will be considered, and only disseminated with payment of an agreed-upon fee.

### Process to Solicit Posting on ICCPR Program Email Distribution List

Email the Secretary ([globalcardiacrehab@gmail.com](mailto:globalcardiacrehab@gmail.com)) of the ICCPR with the following:

1. The content to be posted (Only what is provided for consideration will be posted. It is the requestor's responsibility to provide any images or attachments)
2. Disclosure regarding the source organization
3. Any information regarding timeliness

Using the criteria above, ICCPR will decide whether it should be approved. Specifically, all potential posting to the program distribution list shall be reviewed by ICCPR's Secretary, to ensure it conforms to accepted use of the list in accordance with this policy. ICCPR may request proof of legitimacy / documentation or related letters/communications to inform their decision whether to share the content on the program email distribution list. Requests will be considered within one month of receipt of the above information. Where the Secretary is unsure whether the request conforms with the policy, ICCPR Exec shall be consulted. This may occur via email or webconference.

The ICCPR Secretary will provide notice of decision to the requesting party via email; a reason may or may not be provided. If approved, the content will be posted to the ICCPR email distribution list.