



## **Annex 10: Terms of Reference for the Montreal Process website**

(Revised November 2017)

### **INTRODUCTION**

1. The Montréal Process utilizes a public facing website, [www.montrealprocess.org](http://www.montrealprocess.org) , to communicate with stakeholders and the wider community. This website includes the Montréal Process Criteria and Indicators, key declarations and strategic documents.

### **PURPOSE**

2. The Terms of Reference for the Montréal Process Website, have been designed to provide member countries with a single document that defines the purpose, structure, protocols and procedures for the development and revision of the Montréal Process webpage.
  - a. For the purposes of these Terms of Reference, the “Montréal Process website” refers to the following URL and all subpages beneath it:  
<http://www.montrealprocess.org>

### **OWNERSHIP**

3. Whilst the overarching ‘ownership’ of the Montréal Process websites rests with the member countries, the day to day operational management of the website will rest with the Website Manager (currently the USA).

### **OVERARCHING GUIDANCE**

4. In order to maximize the utility of the Montréal Process website and ensure that it can effectively engage with all interested audiences, content should be:
  - a. conversational in tone, clear, accurate, relevant and consistent in style and structure
  - b. developed to meet the needs of our audiences
  - c. planned to fit meaningfully into the broader structure of the website
  - d. regularly reviewed, updated or archived.

- e. Entail a relatively light administrative burden and commitment on the part of member countries.

## **PROCEDURES FOR WEBSITE UPDATES OR THE POSTING OF NEW MATERIAL**

- 5. New or updated web content must be provided to the Website Manager in suitable format.
  - a. Web content should be structured to suit an online audience, be concise and written in plain English.
  - b. Once received, content should be reviewed and edited as needed by the Website Manager and circulated to member countries for approval within 1 month from the receipt of the original request.
  - c. Where possible, members will be encouraged to provide material in both English and other Montreal Process member languages.
  - d. If material is only available in a language other than English, it is requested that members provide a short summary of the document in English to be posted alongside their document.
- 6. The Website Manager will ensure that superseded content is archived for future reference and referral.
- 7. The Website Manager will endeavor, where possible, to publish material on the website in text-accessible PDF format.

### **Issues not covered under these terms of reference**

- 8. Recognizing that these Terms of Reference may not cover all issues pertaining to the website, in the future member countries may seek to add further guidance subject to the formal endorsement of all member countries.

\*Current as of 4/10/2019