

Production of BCS Position Statements

Our position statements are intended as a short, easily obtainable overview of the BCS stance on key issues. Positions should offer a balanced view showing key issues for discussion and debate as well as statements of concern and/or support. Our position statements are intended for use as a reference tool for both external and internal contacts and key points may be expanded upon by our ambassadors in media situations.

Positions statements will vary in scope and method of production, however there are certain features which are common to all and which must be managed and checked centrally to ensure that BCS' reputation is maintained with respect to its published documents. The guidance below is therefore designed to apply to all proactive position statements and other policy documents which are published by BCS. BCS responses to consultations and BCS press releases are covered by separate processes and are therefore not included in the scope of these guidelines.

BCS position statements are produced via the Policy Hub. Any member or group may produce an initial draft document and authors will then become the coordinator of their paper to ensure continued relevance and future review takes place as necessary under the guidance of the policy team.

Process

The process for producing BCS position statements is as follows:

1. First contact the policy team (policyhub@hq.bcs.org.uk) who will be able to advise on any current BCS initiatives already underway related to your topic and ensure cross BCS engagement as necessary
2. Produce an initial draft, liaising across BCS as appropriate and adhering to the guidance and template below
3. Submit the draft to the policy team who will review it and advise of any amendments required.
4. The draft will then be made available for comment in the Policy Hub workspace for a period of one month. During this time, an ethical review will also be undertaken as well as an internal review by the BCS editorial team
5. Comments and views from Policy Hub members should then be incorporated as appropriate into the final document. It is the responsibility of the author to ensure this is undertaken and continue to drive the process forwards.
6. All comments and suggested amendments must be submitted during the Policy Hub review period so that momentum of the work is maintained. Submissions made after the review period has ended will only be incorporated at the discretion of the author, otherwise these will be considered as part of the next review or update of the position
7. Complete and sign an Assignment of Copyright form (available from the policy team) and return it with the final document
8. Each position should have approximately five nominated spokespeople who are authorised to speak on the topic on behalf of BCS. Names should accompany the position paper.
9. Each position is reviewed by the Ethics SG. Formal approval will then be required from the BCS Policy and Public Affairs Board, and Trustee Board as necessary, following which, the position and the names of the spokespeople will be published

Structure of BCS Position Statements

Title: *Simple but descriptive.*

Definition: *BCS understanding of the topic; concise, no more than a short paragraph.*

Background/Context: *Scene setting providing short history and context; no more than 2 to 3 paragraphs.*

Key issues: *BCS understanding of the key issues for discussion and debate; presented in bullet point form.*

BCS position on the key issues: *Clear statements of concerns and/or support for initiatives; include BCS suitable quotes and links to supportive and/or allied issues from other topic areas.*

Format and content:

- Two sides of A4 maximum
- BCS house style font is Arial, 11 point
- Reference should be made to endorse or develop any previous BCS statements or positions. All previously published documents are available on the Policy Hub pages of the BCS website at www.bcs.org/policyhub in the categories of 'consultations and responses', 'reports and research' and 'thought leadership'
- Hyperlinks must be included to documents which BCS has previously published

A bibliography or list of references should not be necessary since the document is intended to encapsulate a BCS view. However a "further reading" list can be included if necessary to make reference in particular to any previous BCS consultation responses, published books and articles or other useful sources