



Policy on Mandatory SCECSAL Records

The **Policy on Mandatory SCECSAL Records** aims to ensure a comprehensive collection and safe keeping of SCECSAL records relating to SCECSAL conferences. It outlines the types of records to be submitted to the SCECSAL Archives¹ by the member Associations, and the sanctions that may be imposed for non-compliance.

Mandatory Records

All SCECSAL member Associations hosting the biennial conference must submit to the SCECSAL Archives, by **31 June** in the year of the conference, the following records:

1. Copies of SCECSAL conference announcements and calls for papers;
2. Copies of all speeches delivered at the opening and closing sessions by Guests of Honour and Chairperson of the Member Association hosting the conference;
3. Appropriate video clips from the conference;
4. A selection of at least 30 appropriate digital photos (high resolution) and associated metadata. The photos should cover the opening/closing sessions, SCECSAL award ceremonies, key presentations/presenters, and cultural evening;
5. All final versions of the conference papers, in PDF, branded with the SCECSAL logo;
6. A copy of the conference proceedings (book);
7. Report on the conference;
8. Consolidated list of conference participants, at minimum indicating the titles, names, professional titles, emails and countries where they came from.
9. Conference programme;
10. Cultural Evening Programme.

Reporting

Member Associations that hosted the biennial conference should include a report on records submitted to the SCECSAL Archives in their biennial country reports.

Sanctions

A member Association failing to submit records to SCECSAL Archives by the deadline may be suspended from hosting future SCECSAL Conferences by the General Council and shall only be eligible to host the conference after **six years from** the date of submitting all the records to SCECSAL Archives.

*Adopted by the SCECSAL General Council on:
23 April 2018
Entebbe, Uganda*

¹ Permanent SCECSAL Secretariat and in the absence of the Permanent Secretariat, **SCECSAL Archives** refer to any organization appointed by the SCECSAL General Council to serve as the official host of all SCECSAL records.