**Union Internationale
de Spéléologie**

www.uis-speleo.org

Internet Facilities
Guidelines

Adopted by the General Assembly of the

17th International Congress of Speleology *(Sydney, Australia, 2017)*

ENGLISH LANGUAGE

ARTICLE 1
Introduction

The UIS Internet facilities consist principally of the UIS' domain name (uis-speleo.org), websites, social media, e-mail lists (listservers), generic e-mail address redirections, web-based databases, and the supporting Domain Name Service (DNS).

ARTICLE 2
Responsibilities

The policies governing the UIS Internet Facilities are the responsibility of the UIS Vice President of Operations. For the proper operation and updating of the Internet Facilities, and to share the workload, volunteers may be invited to take responsibilities in the management of specific tasks (key tasks are described in Article 3). All the positions should be invited by the UIS Vice President of Operations or that person's designee.

ARTICLE 3
Administrators

All of the following are administrators of the UIS Internet Facilities. They are directed by and coordinate with the Vice President of Operations, or the UIS Secretary General or President in that Vice President's absence. Their responsibilities are listed below.

1. TECHNICAL MANAGER

a. Technical design and management of the Internet facilities.

b. Coordination with the provider of the Internet facilities.

c. Administration of the Domain Name registration.

d. Assures effective backup arrangements for the facilities.

e. Assures effective security arrangements for the facilities.

f. Assures, as much as practicable, the ease of transferring the facilities to another site if that becomes necessary, for example, by the use of open-source and commonly used software.

g. Provides technical advice to the Bureau and other UIS officers as requested.

h. Creates the initial basic e-mail lists (listservers) as requested.

i. Updates generic e-mail redirections when advised by the Addresses Manager.

j. Creates the initial basic Internet databases as required, and sets up the software authorization for their management.

k. Sets up website access for Commission Presidents and others who will be uploading their own material on to the website, upon request from the Social Media Manager.

2. SOCIAL MEDIA MANAGER

a. Prepares and loads website content in accordance with Bureau policy and upon request by the Vice President of Operations.

b. Uploads website pages received from the UIS Calendar Editor and the Addresses Manager, although these uploads may be delegated directly to the Calendar and Address Managers if preferred by the Social Media Manager.

c. Manages, but does not load, the web pages of Commission Presidents others who will be uploading their own material on to the website.

d. Establishes, maintains, and monitors other UIS social media Internet sites as directed by the Vice President of Operations, but is not responsible for uploading content to sites that are designed for communications uploaded by UIS members.

e. Other day-to-day operations of the website and social media.

3. SOCIAL MEDIA EDITOR

a. Regularly reviews the UIS website and social media for functionality, accuracy and clarity of information (including spelling, grammar, correct use of language), and ease of use.

b. Make recommendations for improvement as needed to the Social Media Manager;

4. CALENDAR EDITOR

a. Solicits and receives information about new speleological events.

b. Publicizes the UIS' calendar international speleological events;

c. Operate the calendar database;

d. Designs, maintains, and improves as needed the calendar web pages;

e. Loads or supplies updated calendar pages to the website, as coordinated with the Social Media Manager.

5. ADDRESS MANAGER

a. Publicizes the procedures for address updates for UIS Bureau member and Member Country Delegates.

b. Receives updates for people, organizations, and positions in the address database.

c. Operates the address database.

d. Loads or supplies updated address and related web pages to the website, as coordinated with the Social Media Manager.

e. Supplies address list facilities to UIS officers, for example, files to the UIS Secretary General for printing postage labels.

f. Updates e-mail addresses in any closed listservers (e-mail lists) used by the Bureau.

6. LISTSERVER MANAGERS

a. Configure and manage the e-mail listservers for which they have volunteered.

b. Use the initial basic listserver and software authorization created by the Technical Manager.

7. DATABASE MANAGERS

a. Arrange for the analysis, design, construction, configuration and day-to-day management of the database for which they have volunteered, with the option of doing the work themselves or arranging for assistance.

b. Responsible for routine data entry or updating unless delegated to others.

c. Use the initial basic database and software authorization created by the Technical Manager.

ARTICLE 4
Website

The UIS Website is the official electronic medium for the presentation of information of the activities of the UIS and the state of international speleology. The policy and content of the UIS website are the direct responsibilities of the Vice President of Operations. The day-to-day management of the website is carried out by the Social Media Manager.

1. WEBSITE DESIGN POLICY
The UIS website will be designed to:

a. provide the user with UIS information which is easily found, up-to-date, fast and navigable, using any web browser;

b. avoid special effects or graphics which may unnecessarily slow down the user's browser, limit the browser type, or require special add-ons;

c. use large file-size graphics only where the user can choose whether to view them or not;

d. establish a directory structure that allows for the separation of login access rights between the various people responsible for updating various aspects of the website, for example, addresses, calendar, a commission's own pages, etc.

2. WEBSITE CONTENTS
The following will be included on the UIS website:
a. the UIS Bulletin;
b. UIS Official Documents;
c. at least one page for each Department, Commission, or Working Group, if they do not have their own website;
d. list of publications of the UIS specifying the edition, year of publication, and those responsible for them, including the UIS Bulletin, the International Journal of Speleology, the Speleological Abstracts, scientific reports or papers prepared by the Departments, Commissions, and Working Groups, etc.;
e. list of the publications available in the UIS Documentation Center;
f. names of members of the UIS Bureau, Departments, Commissions, and Working Groups;
g. up-to-date list of the Delegates, Member Countries, and Associated, Affiliated and Cooperative Organizations;
h. minutes of the General Assembly and Bureau meetings;

i. history of the UIS (list of all International Congresses of Speleology, all past UIS Bureaus, past and present versions of documents, etc.);
j. list of UIS contact addresses;
k. links to speleological sites;
l. calendar of speleological events;
m. list of projects under development;
n. other items of speleological interest.

3. COMMISSION WEBSITES
The UIS website can provide space for the websites of Bureau Officers and all UIS Departments, Commissions, and Working Groups who request it, provided they:
a. request the space for the website and the setup access directly from the Social Media Manager;
b. define who is responsible for the website;
c. prepare the web pages before sending them to the Social Media Manager, or alternatively directly update their own material on the website whenever possible;
d. follow the Bureau and UIS website policies when preparing their web pages;
e. post only content relevant to the Bureau function, Department, Commission or Work Group who has requested the space;
f. do not post advertisements, personal promotion or material outside the interest of UIS;
g. do not use the website for any commercial purpose without explicit written permission from the Bureau.

ARTICLE 5
Listservers

E-mail listservers can be set up to facilitate discussion and information dissemination on various speleological and administrative topics. Each is generally configured and maintained by its own Listserver Manager. The listserver and topics must be directly related to the purpose of the UIS group responsible for it.

ARTICLE 6
E-mail redirections

Generic e-mail address redirections allow generic addresses such as *"president@uis-speleo.org"* to be automatically redirected to person's personal address without posting that address publicly. These redirections are maintained by the Technical Manager.

ARTICLE 7
Databases

Web-based databases can be used to facilitate speleological and administrative purposes, for example, the Caver's Multi-lingual Dictionary and UIS addresses. Each is generally configured and maintained by its own Database Manager, after initial configuration by the Technical Manager.