

### ICN Email Discussion Group User Protocol

- To send a message to the group, email the address given to you by the network manager when you sign up.
- When emailing a question or comment, please write 'ICN' in the email subject header before writing a description of the email. This will help other forum members identify that they have received an email from a member of the forum.
- When responding to an email you will have the option of selecting 'reply all', at which point your response will be sent to all forum members, or 'reply', when your response will only be seen by the member who submitted the question. Please choose carefully.
- Forum members are asked to be respectful of other members' enquiries, as the forum is used by both established consultants and those who have recently started off in private practice.
- RTPI staff may also use the forum on an infrequent basis to survey the views of forum members.
- If you feel this code of conduct has been breached please contact the Network Manager or a member of the Steering Group. Serious breaches of the protocol will be reviewed by the Steering Group. If appropriate, the Network member may be permanently excluded from the email network.

### General guidelines for use

- The discussion group is not for self-promotion. Whilst requesting recommendations or seeking to pass on work to another is fine, don't post advertisements, whether openly or disguised, including job advertisements.
- Clearly identify the subject area in the email title. Avoid using non-specific headings such as 'Help!' or 'Is it me?' e.g. if the topic is referring to Neighbourhood Plans start the title with 'ICN – NP...'
- Try to depersonalise content - don't attack or be derogatory towards a person, an LPA or idea, at heart we are a supportive, positive group.
- Try not to prolong conversations which will be of little use to the community as a whole by moving discussion to private threads at the appropriate stage.
- Don't post anything that is unlawful, threatening, libellous, defamatory, obscene, scandalous, inflammatory, pornographic, or anything else that could give rise to any civil or criminal liability under the law.
- For social messages, use 'Friday email' as a heading. A bit of chat helps eliminate the stress of lone workers, but some may be too busy to join in.
- Keep it legal, decent, honest and tactful, and we won't go far wrong!