

The Proposed Vaccines Subcommittee of the ISCB – mailing list guidelines

The list will be kept by the mailing list coordinator (initially Jos Nauta of Solvay Pharmaceuticals (jos.nauta@solvay.com)), a back-up copy will be held by the Chairperson of the subcommittee, and pdf copies made available to members of the subcommittee.

The list will be considered confidential. The list will not be distributed to third parties.

Mailings will be sent out by the mailing list coordinator, after approval by and on behalf the chair person and discussion in the committee. Recipients can ask to be removed from the mailing list by sending such a request to the list coordinator; each message will include details on how a recipient can remove their name. Mails will be sent without the recipients' names showing (Outlook BCC field option), except for members of the committee.

The mailing list will be used to announce the formation of the subcommittee and its goals. It is expected to be used approximately every 6 months to share news about upcoming conferences with sessions on vaccine statistics, information about recent publications of interest, and other activities of the committee. Any other use of the mailing list has to be approved by the chair person after discussion in the committee.

Once an ISCB subcommittee has been established the mailing policy will be reviewed to be brought in line with that of the ISCB Office.

Drafted by Jos Nauta (mailing list coordinator) and Andrew Dunning (Chairperson)
Working Group for the Proposed Vaccines Subcommittee of the ISCB