

**Chapter 10**  
**Communications and Publications Division**

- 10.1. The IFCC Communications and Publications Division (CPD)**
    - 10.1.1. Mission Statement
    - 10.1.2. Strategy
    - 10.1.4. Terms of Reference
  - 10.2. Communications and Publications Division Committees**
    - 10.2.1. Public Relations (C-PR)
    - 10.2.2. Internet and e-Learning (C-leL)
  - 10.3. Communications and Publications Division Working Groups**
    - 10.3.1. Electronic Journal of IFCC - eJIFCC (WG-eJIFCC)
    - 10.3.2. IFCC eNews (WG-IFCC eNews)
    - 10.3.3. Ibero-American Nomenclature and Translation (WG-IANT)
  - 10.4. Publication of Recommendations and Documents**
    - 10.4.1. Types of Report
    - 10.4.2. Sources
    - 10.4.3. Products
    - 10.4.4. Translations
    - 10.4.5. Copyright Release
  - 10.5. General Rules of Procedure**
    - 10.5.1. IFCC Procedure Manual
    - 10.5.2. Individual Responsibilities for Preparation of IFCC Documents
    - 10.5.3. Instructions to Authors
  - 10.6. Publications**
    - 10.6.1. Documents of Committees and Working Groups
    - 10.6.2. Monographs
    - 10.6.4. Conference Proceedings
    - 10.6.5. Annual Report
    - 10.6.6. Handbook
    - 10.6.10. Electronic Publications
    - 10.6.20. Other Publications
  - 10.7. Website (www.ifcc.org)**
    - 10.7.1. Organisational Matters
    - 10.7.3. e-Banners
    - 10.7.4. Databases
    - 10.7.5. Distance Learning Programmes
  - 10.8. Related Journals**
    - 10.8.1. Meetings of Editors
    - 10.8.2. Journals
  - 10.9. Public Relations**
    - 10.9.1. IFCC Brochure
    - 10.9.2. IFCC Congress Booth
    - 10.9.3. Posters
    - 10.9.4. Publicity
    - 10.9.5. Miscellaneous Public Relations Projects
  - 10.10. Corporate Member Activities**
  - 10.19. Communications and Publications Division Meetings**
- List of Addresses**

**COMMUNICATIONS AND PUBLICATIONS DIVISION  
EXECUTIVE COMMITTEE (CPD-EC)**

**Chair:**

Prof. Khosrow Adeli (CA)

**Vice Chair:**

Prof. Edgard DELVIN (CA)

**Secretary:**

Dr. Peter VERVAART (AU)

**Members:**

Prof. Gábor L. KOVÁCS (HU)

Prof. Tahir PILLAY (ZA)

**Corporate Representative:**

Dr. Bruce JORDAN (CH)



## CHAIRS OF COMMUNICATIONS AND PUBLICATIONS DIVISION COMMITTEES AND WORKING GROUPS

### 10.1. Executive

**K. Adeli (CA)**

### 10.2. Committees

10.2.1. Public Relations (C-PR)

E. Delvin (CA)

10.2.2. Internet & e-Learning (C-IeL)

P. Vervaart (AU)

### 10.3. Working Groups

10.3.1. Electronic Journal of IFCC (WG-eJIFCC)

G. L. Kovács (HU)

10.3.2. IFCC eNews (WG-IFCC eNews)

T. Pillay (ZA)

10.3.3. Ibero-American Nomenclature and Translation (WG-IANT)

M. del Carmen Pasquel (EC)

## The Communications and Publications Division (CPD)

The Communications and Publications Division (CPD) reports to the Executive Board and is responsible for all of the communication and publication activities of the IFCC.

The CPD is composed of an Executive, Committees on Public Relations and Internet and e-Learning and Working Groups for each CPD programme. Ad hoc task forces for specific projects can also be formed.

The aim of the CPD is to communicate the work of the IFCC to clinical scientists, physicians and health policy makers world-wide, and to provide continuing education in printed and electronic forms. The CPD publishes the eJIFCC, IFCC eNews and educational tools including scientific monographs. The CPD coordinates translations of important documents into languages other than English. The CPD is responsible for the coordination of the Internet activities of the IFCC, primarily through the IFCC web site. This includes preparation and promotion of the IFCC website, establishment of links between relevant resources and the production and participation in Internet and computer educational courses designed to promote the IFCC.

In addition, the CPD publishes the eJournal of the Federation (eJIFCC) on the web, IFCC recommendations and documents in a formal collaboration with the journal Clinica Chimica Acta (CCA) and other international journals in the field. It also publishes educational tools including monographs.

The CPD uses electronic communication to facilitate the availability of IFCC documents to all members at no cost.

All IFCC publications are copyrighted by IFCC.

### 10.1. CPD Executive

#### Membership

Name	Position	Country	Term	Time in Office
K. Adeli	Chair	CA	1 <sup>st</sup>	2013 01 - 2015 12
E. Delvin	Vice-Chair	CA	1 <sup>st</sup>	2013 01 - 2015 12

P. Vervaart	Secretary	AU	2 <sup>nd</sup>	2014 01 - 2016 12
GL. Kovács	Member	HU	2 <sup>nd</sup>	2015 01 - 2017 12
T. Pillay	Member	ZA	1 <sup>st</sup>	2013 01 - 2015 12
B. Jordan	Corporate Rep.	CH	2 <sup>nd</sup>	2014 01 - 2016 12.

### 10.1.1. Mission Statement

#### The mission of the CPD is to:

- Communicate the work of the IFCC to clinical laboratory scientists, physicians and health care policy makers worldwide.
- Provide educational material to clinical chemists in both printed and electronic forms. Much of the work done by the Education and Management Division and the Scientific Division is published after approval and assistance of the CPD. The National Societies and Full Members, Corporate and Affiliate Members are the target audience for all IFCC publications.
- Promote the image of the IFCC to its individual members, to the biomedical industry and to the worldwide health care community at large.

### 10.1.2. Strategy

#### The major strategic objectives of this Division are to:

- Define the types of communication and of multimedia training that might be relevant to IFCC members and act as a central point for access to existing information sources, notably those coming from Committees, Working Groups, National Societies and Corporate Members.
- Identify, evaluate and ensure continuing technical awareness of communication methods.
- Develop products, such as the website, educational and PR materials.
- Together with other Divisions, to make widely available new techniques for professional training, such as self-training materials, tutorials and other distance learning (web based) programmes.
- Prepare and provide the most appropriate supporting tools for widespread use of the new teaching techniques.

### 10.1.4. Terms of Reference

The CPD Executive is responsible for:

- Managing the publication of IFCC official documents, recommendations, and position papers
- Enhancing communication internally within the IFCC community, and externally with other societies and healthcare organisations
- Public relations activities to promote the IFCC organisation as well as the field of laboratory medicine to other stakeholders, governmental bodies and the general public
- Publication and dissemination of news items and scientific/educational material through the e-News and e-JIFCC
- Development and management of the IFCC website as the key tool to enable communication between IFCC units and member societies
- Reporting to the EB and Council to ensure compliance with IFCC bylaws and policies.

The CPD Executive will ensure the progress of each project and publication and will review on an annual basis the contributions of the members of each functional unit.

The CPD is responsible for the continued production of the IFCC Handbook and the Annual Report.

A function of the CPD Executive is to coordinate the publication of all IFCC recommendations, position papers and documents. The Secretary is the liaison to the Editorial Board of Clinica Chimica Acta (CCA). A register of documents, which catalogues all publications of IFCC, is maintained.

## 10.2. CPD Committees

### 10.2.1. Public Relations (C-PR)

The Chair of this Committee serves as vice-chair of the CPD Executive.

The PR Committee is composed of the Chair plus 4 members from IFCC member countries throughout the world. Each member will represent one major region of the world. Additionally there are advisors from the regional organisations

#### Membership

Name	Position	Country	Term	Time in Office
E. Delvin	Chair	CA	1 <sup>st</sup>	2013 01 - 2015 12
R. Deulofeu	Member	ES	2 <sup>nd</sup>	2014 01 - 2016 12
K. Psarra	Member	GR	1 <sup>st</sup>	2014 01 - 2016 12
M. Spalvieri	Member	AR	1 <sup>st</sup>	2014 01 - 2016 12
Nomination Pending				
F. Harb	Advisor	AFCB		
E. Hoyaranda	Advisor	APFCB		
AL. Maselli	Advisor	COLABIOCLI		
MS. Graziani	Advisor	EFLM		
E. Agbedana	Corr. Member	NG		
C. Grigore	Corr. Member	RO		
M. Krintus	Corr. Member	PL		
C. Oleschuk	Corr. Member	CA		

#### Terms of Reference

The C-PR's primary mandate is to assist the IFCC in promotion of both the organisation and the disciplines of clinical chemistry and laboratory medicine internationally and to coordinate PR activities of the various IFCC units. The main objectives of this committee and its members are to:

- Identify key PR tools and make recommendations to the CPD, other divisions and/or EB.
- Develop and update promotional materials, through the CPD, on the IFCC organisation and activities, as well as the disciplines of clinical chemistry and laboratory medicine for distribution worldwide.
- Act as a link for distribution of IFCC brochures and other promotion materials to other laboratory professionals in their country of residence, national society, and region.
- Assist IFCC in improving its visibility in their country of residence, national society, region, as well as internationally.
- Act as IFCC ambassadors promoting IFCC and the fields of clinical chemistry and laboratory medicine in their country of residence, national society, and region.

## Projects

### IFCC - Labs are Vital Collaboration

Labs Are Vital (LAV) is a programme first initiated by Abbott Diagnostics in partnership with IFCC to develop and implement a PR campaign in support of the vital role of laboratory medicine and provide a forum where laboratory professionals have a voice. As of 2013, the programme is being managed by IFCC in partnership with WASPaLM (World Association of Societies of Pathology & Laboratory Medicine), ASCP (American Society of Clinical Pathology) and IFBLS (International Federation Biomedical Laboratory Science). The current aim is to assure the transition that will make Labs Are Vital a vibrant, independent programme that is owned by the community it serves and to make Labs Are Vital a true voice for the profession, as the lab community faces the challenges of the current healthcare environment.

### IFCC PR Brochure:

A brochure introducing IFCC and its international activities was developed and has been used at all IFCC events to publicise the IFCC and its mandate. The brochure has been translated and is available in: Arabic, Chinese, Farsi, French, Italian, Polish, Russian, Spanish, and Turkish.

### IFCC PR Slide Kit:

A slide presentation has been developed that introduces the IFCC and its divisional activities, for use at member society meetings. This slide set is available to all PR committee members and all IFCC member countries for presentations at local, regional, and international conferences, to promote the IFCC organisation.

### IFCC Laboratory Medicine Slide Kit:

A new slide kit has also been developed on the value of laboratory medicine in clinical medicine and the impact of laboratory professionals in patient care and healthcare delivery. The slide kit is available also in Spanish for presentation at various conferences inside and outside of the IFCC organisation.

### Current and Future PR plans:

- Develop a new PR brochure targeted to the general public, governments, industry, etc.
- Establish a communication process among PR committee members and regional federation representatives so the joint team can most effectively update and work on agreed upon activities and initiatives.
- Prepare and make formal presentations at local and regional conferences.
- Work with the SD to promote IFCC as the global coordinator of Laboratory Practice Guidelines.

### 10.2.2 Internet and e-Learning (C-leL)

The Chair of this Committee is the IFCC Publications & Distance Learning coordinator and is Secretary of the CPD Executive.

#### Membership

Name	Position	Country	Term	Time in Office
P. Vervaart	Chair	AU	2 <sup>nd</sup>	2014 01 - 2016 12
E. Freggiaro	Social Media Coord.	AR	2 <sup>nd</sup>	2015 01 - 2017 12
P. Kocna	Member	CZ	2 <sup>nd</sup>	2015 01 - 2017 12

H. Sakamoto	Member	JP	2 <sup>nd</sup>	2015 01 - 2017 12
J. Grant	Web Editor	AU	1 <sup>st</sup>	2014 01 - 2016 12
M. Blanes Gonzales	Corr. Member	PY		
C. Collier	Corr. Member	CA		
R. Delport	Corr. Member	ZA		
E. Hoyaranda	Corr. Member	ID		
G. Kovác	Corr. Member	SK		
L. Langman	Corr. Member	US		
A. Merino	Corr. Member	ES		
S. Rao	Corr. Member	IN		
B. Vásárhelyi	Corr. Member	HU		

#### Terms of Reference

- Develop and maintain the IFCC website by working with the IFCC office, Committees, Working Groups, National Societies and Corporate Members as well as the website host, software developers and other interested parties.
- Develop an IFCC strategy for distance learning, in partnership with the Education and Management Division Committee on Distance Learning (EMD C-DL).
- Work with the authors of existing distance learning programmes to obtain permission for IFCC to publish and promote them in original or modified form.
- Source new distance learning programmes where none already exists.
- Obtain permission from National Societies, IFCC Committees, Task Forces and Working Groups to publish and promote distance learning material on the IFCC website.
- Appoint a liaison to the EMD C-DL, which will similarly appoint a liaison with the CPD C-leL.

### 10.3. CPD Working Groups

#### 10.3.1. Electronic Journal of IFCC - eJIFCC (WG-eJIFCC)

The journal is an educational and news vehicle intended for the individual members of the Full Member Societies. The journal has been allocated ISSN Number 1650-3414. Papers are solicited from experts in the field of clinical chemistry and laboratory medicine. Since 1999, the e-JIFCC has only been published on the website.

The chair of this WG is Editor in Chief of the eJournal and is a member of the CPD Executive.

#### Membership

Name	Position	Country	Term	Time in Office
GL. Kovács	Chair	HU	2 <sup>nd</sup>	2015 01 – 2017 12
K. Adeli	Member	CA		
HP. Bhattoa	Member	HU		
B. Božič	Member	SI		
R. Erasmus	Member	ZA		
NE. Fink	Member	AR		
M. Hallworth	Member	UK		
E. Jacobs	Member	US		
B. Jordan	Member	CH		
E. Koay	Member	SG		

M. Pasic	Member	CA
O. Racz	Member	SK
R. Sierra Amor	Member	MX
S. Stankovic	Member	SR
D. Syed	Member	US
G. Sypniewska	Member	PL
I. Vermes	Member	NL
P. Vervaart	Member	AU
SE. Walz	Member	US

#### 10.3.2. IFCC eNews (WG-IFCC eNews)

IFCC News is a section on the website that informs members of the activities of the Federation. It is sent via e-mail to subscribers and is printed in LabMedica International.

#### Membership

Name	Position	Country	Term	Time in Office
T. Pillay	Chair	ZA	1 <sup>st</sup>	2013 01 - 2015 12
A. Hedhili	Member	TU		
B. Yadav	Member	NP		
M. Blanes González	Member	PY		
L. Chabraoui	Member	MA		
M. Charles-Davies	Member	NG		
S. Christou	Member	GR		
R. Erasmus	Member	ZA		
S. Fahel da Fonseca	Member	BR		
X. Fuentes Arderiu	Member	ES		
D. Gruson	Member	BE		
T. Ha Hoang	Member	VN		
J. Lopez	Member	MY		
B. Meska Pika	Member	SI		
A. Piana	Member	UY		
S. Raymondo	Member	UY		
RI. Sierra Amor	Member	MX		
G. Sypniewska	Member	PL		

#### Terms of Reference

- Gather and disseminate information about the activities of the EB, SD and EMD and their Committees and Working Groups.
- Publish news and information about the activities of IFCC Members and Corporate Members.
- Provide early information about discussions taking place within the Division Committees in order that the topics of current concern and future developments, are known to all those practicing in the field.
- Publish a calendar of all IFCC congresses and meetings.

#### 10.3.4. Ibero-American Nomenclature and Translations (WG-IANT)

#### Membership

Name	Position	Country	Term	Time in Office
MC. Pasquel	Chair	EC	1 <sup>st</sup>	2014 01 - 2016 12
E. Abraham	Member	CU		

C. Almonacid Urrego	Member	CO
A. Antunez de Mayolo	Member	PE
R. Calafell	Member	ES
P. Chueca	Member	ES
A.J. Grosz	Member	BO
M. E. Lasta	Member	AR
G. Lima-Oliveira	Member	BR
A. Rodriguez Prieto	Member	GT
F. Ruiz Cerda	Member	CL
R. Sierra Amor	Member	MX
G. Velazquez	Member	PY
H. Fares Taie	Corr. Member	AR
X. Fuentes Arderiu	Corr. Member	ES
S. Raymondo	Corr. Member	UY

#### Terms of Reference

- Organise and manage the RIA pages on the web site.
- Provide individuals to serve on the Editorial Board of the Spanish eJournal "Diagnóstico in vitro" (edited by Maria del Carmen Pasquel).
- Produce Spanish and Portuguese terminological documents.
- Produce Spanish and Portuguese translations of IFCC documents.
- Produce Spanish and Portuguese informative and educational documents.

### 10.4. Publication of Recommendations and Documents

#### 10.4.1. Types of Report

##### IFCC publishes three types of report:

- Recommendations
- Position papers
- Documents

#### 10.4.2. Sources

The IFCC documents are prepared by the Divisions, their Committees and Working Groups, and by any other IFCC functional unit. Some documents are prepared in conjunction with other organisations.

#### 10.4.3. Products

The final outcome of a project may be a recommendation, a position paper or a document. If any of the projects involves significant contribution from external agencies, this credit should be acknowledged at the outset.

#### Recommendations

Recommendations are produced in order to harmonise the educational and scientific development and aspects of the practice of clinical chemistry and laboratory medicine. Recommendations are prepared according to IFCC guidelines and are subject to approval by the IFCC Member Societies through a mail ballot (Council approval) prior to publication. They are intended to be definitive statements by the IFCC.

Recommendations are printed in peer reviewed scientific journals, such as CCA, and are announced in eJIFCC on the website.

#### Position papers

Position papers are produced in order to stimulate and highlight development within specific areas, for scientific and educational purposes and for purposes of discussion and clarification of selected topics. Issues identified in position papers may ultimately become Recommendations following further work commissioned by a Division. In such cases they must undergo the procedure outlined above. Position papers submitted for publication must undergo standard editorial processes including peer review. Position papers must include a statement that they were commissioned by IFCC although they do not carry any official endorsement by IFCC.

When published, position papers are generally not attributed to any of IFCC's Divisions, Committees or Working Groups, but to individual authors. However, the affiliation of the authors with a Division, Committee or Working Group should be stated. Position papers should appear in peer reviewed scientific journals, such as CCA, eJIFCC or in journals or newsletters of Member Societies.

#### Documents

Any other papers produced by IFCC are considered as "documents." These cover a wide range of topics, such as (1) editorial, (2) reviews, (3) educational, (4) standardisation and (5) management issues. Documents reaching publication are organised by the respective Division in collaboration with the CPD and undergo standard editorial review. A statement indicating IFCC support must be included in all documents. Documents may appear in peer reviewed scientific journals, such as CCA, eJIFCC or in journals or newsletters of Member Societies. Publications must be submitted by Committees or Working Groups after their proposal has been approved. If publications are not submitted to, and approved by CPD, they will not be considered official publications of IFCC, nor will they be recorded in the register of IFCC Publications. However, it is the responsibility of the CPD to process submitted publications in a timely manner.

In 2013, the IFCC selected Clinica Chimica Acta (CCA) to be its official journal for publication of IFCC official documents and position papers.

#### 10.4.4. Translations

To obtain approval for the translation of an IFCC Publication, a request, in writing must be sent to the CPD. The decision to allow the translation will be made by the CPD. Any IFCC publication that has been translated must carry a statement that "This translation was authorised by the IFCC. However, the IFCC does not accept any responsibility for the accuracy of this translation. The definitive document remains the original document in English".

#### 10.4.5. Copyright Release

A copyright release may be requested for all IFCC publications by sending a request in writing to the Chair of CPD.

### 10.5. General Rules of Procedure

#### 10.5.1. IFCC Procedure Manual

The CPD Executive supports the Secretary of the IFCC Executive Board in the preparation of the IFCC Procedures Manual.



### 10.5.2. Individual Responsibilities for Preparation of an IFCC Document

The Publications/Distance Learning Coordinator coordinates the publication of Division/Committee/Working Group publications with journal editors. The Publications/Distance Learning Coordinator is responsible for organising the database of IFCC publications. The list includes documents and papers published in journals, conference proceedings and monographs. The entries are listed according to the IFCC-EB numbering system and in chronological order. IFCC publications are edited to ensure the nomenclature and units used conform to approved IFCC recommendations.

The categories of IFCC publications and the individuals responsible for them are:

Publication	Responsible Individual
C/WG Recommendations	Publications/Distance Learning Coordinator
C/WG Position papers	Publications/Distance Learning Coordinator
C/WG Technical reports	Publications/Distance Learning Coordinator
C/WG Reviews	Publications/Distance Learning Coordinator
C/WG Guidelines	Publications/Distance Learning Coordinator
Minutes (all Units)	Secretaries of Unit
Annual Report	Secretary of EB/Chair of CPD
IFCC News	Editor, IFCC News
eJIFCC	Editor, eJIFCC
Handbook	Secretary of EB / Chair of CPD
Conference Proceedings	Special Editor/Publications/Distance Learning Coordinator *
Monographs, Books	Special Editor/Publications/Distance Learning Coordinator *
Promotional Materials	Vice-Chair of CPD / Corporate Representative
Multimedia	Vice-Chair of CPD / Corporate Representative

Publications/Distance Learning Coordinator has a liaison function \*

### 10.5.3. Instructions to Authors

The latest instructions for authors are available on the IFCC website.

## 10.6. Publications

### 10.6.1. Preparation of Documents of Committees and Working Groups

#### Stage 1:

The draft document is developed in order to meet IFCC standards for quality and to ensure consensus with regards to its contents.

#### Step 1:

The author arranges consultation and a critical review, involving associate members, member society representatives, corporate member representatives, EB members, Division, Committee and Working Group Chairs, other IFCC groups and the other individual scientists or organisations. Assistance may be requested from the IFCC Office to circulate the document. It is pertinent to acknowledge comments received. The outcome of the consultation and the consequences for the draft document must be reported to the Division.

#### Step 2:

If the publication is planned to occur in a peer reviewed scientific journal, the author identifies, in consultation with the Division, two to six external referees. The Division may accept as an alternative, to use referees appointed by the editor of a scientific journal. Comments received from external referees must be acknowledged and commented by the senior author of the document. It is obligatory that reviewers be informed about the decisions taken by the authors. As a courtesy, referees should be acknowledged in a foot note of the title page.

#### Step 3:

The Division evaluates the draft document and decides on taking the referees' comments into consideration, whether it should be upgraded to stage 2 or redrafted. The Division confirms or changes the planned type of product and publication. Draft documents may undergo editorial changes.

#### Stage 2:

The document is reviewed and/or prepared for publication.

#### Step 4:

The Executive Board (EB) receives from the Division Stage 2 documents with a recommendation from the Division as to necessity for Council approval and the justification for a mail ballot. EB then decides to arrange a mail ballot or to refer the draft document to CPD for publication as an IFCC document. Decisions concerning further handling of the document are made after consultation between the Division and CPD.

#### Step 5:

CPD receives from EB or from the Division, Stage 2 draft documents approved for publication as IFCC Recommendations or IFCC Documents. New Stage 2 documents are announced in e-JIFCC. Copies should be available from the IFCC Office upon request.

### Preparation of IFCC Documents

#### Stage 1:

Step 1: Committee, Working Group, Authors  
Draft document  
Consultation and Internal Review

Step 2: External Review

Step 3: Division  
Evaluation, review, Decision on the Product

#### Stage 2:

Step 4: Recommendation  
Executive Board / Council  
Mail Ballot

Step 5: Recommendation  
Communication & Publications Division  
(Publications/Distance Learning Coordinator)

Step 6: Document or Position Paper  
Division (Author)  
Communication & Publications Division  
(Publications/Distance Learning Coordinator)

Outcome: CCA  
Peer Reviewed Scientific journal  
eJIFCC

### 10.6.2. Monographs

Monographs are published as a multidisciplinary series featuring an in-depth study or group of closely related studies per issue. Monographs cover all aspects of laboratory Medicine.

### 10.6.4. Conference Proceedings

The CPD publishes on the IFCC website conference proceedings when available, and when speakers have granted their permission.

### 10.6.5. Annual Report

The annual report is published once a year on the IFCC website and is available in LabMedica International in the July issue.

### 10.6.6. Handbook

The IFCC Handbook is published every three years.

### 10.6.8. Views and Reviews

Technical notes entitled "Views and Reviews" including book reviews are published in e-JIFCC.

### 10.6.10. Electronic Publications

Relevant publications in the field of laboratory medicine can be published on the website after CPD approval.

### 10.6.20. Other Publications

Other publications are considered by the CPD. A proposal must be sent to the Chair for this purpose.

### 10.7. Website ([www.ifcc.org](http://www.ifcc.org))

The IFCC website ([www.ifcc.org](http://www.ifcc.org)) is a portal to international resources for laboratory medicine. As well as hosting a wealth of IFCC resources, news, media and publications, it also provides an up-to-date event calendar and links to member, corporate and partner organisations. It also provides ready access to continuing education material such as webinars produced on behalf of IFCC and to distance learning programmes.

Information on the web-site includes:

- Membership information
- Member societies (organisations and individuals)
- Corporate members (companies and individuals)
- Members of IFCC units (EB, Divisions, Committees, Working Groups)
- Congresses, meetings, symposia, etc (IFCC/IFCC sponsored/member society/other)
- IFCC units (Divisions, Committees, Working Groups)
- List of IFCC publications (1973 to present)

### 10.7.1. Organisational Matters

The management of the website is the responsibility of the Web Editor. The IFCC Office Liaison is responsible for continuously updating the information on the website.

### 10.7.3. e-Banners

Corporate Members are entitled to have their own banner on the home page of the IFCC website. The image can be linked to the company website and it must have pre-established dimensions of 140 by 91 pixels and should be sent to the IFCC Office to be uploaded.

### 10.7.4. Databases

The website currently hosts a database of IFCC publications and the NPU Terminology and is available to host other databases as required by individual committees and working groups.

### 10.7.5. Distance Learning Programmes

Web-based (distance-learning) educational activities will be made available on the IFCC website. This is a joint function with EMD C-DL

### 10.8. Related Journals

#### 10.8.1. Meetings of Editors

CPD organises a meeting of the Editors of Clinical Laboratory journals at each IFCC International Congress with the purpose of working towards common goals, and of allowing the CPD to assist the Member Societies with their publications when requested.

#### 10.8.2. Journals

The Publications/Distance Learning Coordinator coordinates the publication of the IFCC documents with journal editors. The EB gives a publisher the right to publish news, approved recommendations, and other IFCC documents. The copyright for these contributions lies with the IFCC. The Publications/Distance Learning Coordinator is responsible for editing IFCC recommendations and documents when necessary. He is also the contact person to the journal editor on publication matters.

Since 1975 the contracted journals for IFCC documents have been:

- European Journal of Clinical Chemistry and Clinical Biochemistry 1975-1991
- Clinica Chimica Acta 1975





- Clinical Chemistry and Laboratory Medicine 1991 - 2012
- Clinica Chimica Acta 2013 - present

Free access to the full on line version of the contracted journal is provided for:

- Each National Representative and President per each Member Society and Affiliated Member Societies associated with IFCC
- Members of the Executive Board
- Chairs of the Divisions
- Presidents of the Regions
- Members of the CPD Executive.

The Publisher provides complimentary access to ScienceDirect and Scopus to the Editor-in-Chief of eJIFCC, the Chairman of the Scientific Division, and the Chairman of the Communications and Publications Division of IFCC.

### 10.9. Public Relations

The Public Relations strategy and programme of CPD is developed and implemented by the Committee for Public Relations. CPD develops external communication, where appropriate, with National Societies and Corporate Members in order to promote the image and goals of IFCC. Potential exists for IFCC advertisements or information in announcements and programmes of congresses held under IFCC auspices and in monographs adopted by IFCC from Corporate Members. The CPD will publish programme and meeting details on the IFCC website to provide functional web resources to congresses or conferences.

#### 10.9.1. IFCC Brochure

The CPD publishes the IFCC Brochure publicising the IFCC organisation. This brochure is available from the IFCC office or Website. Two other PR brochures have also been developed, one for the general public and one targeted to industry.

#### 10.9.2. IFCC Congress Booth

CPD in collaboration with the IFCC office organises an IFCC Booth where IFCC publications and activities are exhibited. The booths may include computer facilities to demonstrate IFCC activities when possible.

#### 10.9.3. Posters

A series of posters presenting the activities and the historical accomplishments of the IFCC is available to be displayed during the meetings held under auspices of IFCC.

#### 10.9.4. Publicity

The CPD produces advertising tools for IFCC members and manages PR activities through the Committee on Public Relations.

#### 10.9.5. Miscellaneous Public Relations Projects

The CPD organises questionnaires for member society surveys and surveys of individual participants of congresses. It also delivers presentations and symposia at international and regional conferences to promote IFCC and the field of laboratory medicine.

### 10.10. Corporate Member Activities

The role of the CPD Corporate Representative is to maintain and improve communications between Corporate Members and CPD, solicit support from Corporate Members for CPD activities when required, and facilitate activities of Corporate Members with the CPD.

### 10.19 Communications and Publications Division Meetings

The CPD meets at least twice per year to discuss and approve publications, set policies and communicate strategic directions. A quorum is present when at least four members are present, one of whom must be the Chair or his/her designee. Items for the agenda should be introduced prior to a meeting by any member of CPD or by other interested parties. Corresponding Members are encouraged to attend meetings of CPD, but without funding from the CPD. At the IFCC General Conference and the IFCC International Congresses, the CPD meets with EMD, SD, C-CC and EB.

### List of Addresses

#### CPD EXECUTIVE

##### Prof. Khosrow ADELI

Head and Professor  
Clinical Biochemistry  
The Hospital for Sick Children  
University of Toronto  
555 University Avenue  
Toronto, Ontario,  
M5G 1X8 - Canada  
Phone: +1 416 813-8682  
Fax: +1 416 813-6257  
E-mail: khosrow.adeli@sickkids.ca

##### Dr. Edgard DELVIN

Montréal, Québec, H3T 1C5  
Canada  
tel: +1-450-681-1715  
E-mail: delvine@sympatico.ca

##### Dr. Peter VERVAART

Director, LabMed Consulting  
24 Queen St  
Sandy Bay TAS 7005  
Australia  
Tel.: + 61 3 6223 5946  
E-mail: Pete\_Vervaart@bigpond.com

##### Prof. Gábor L. KOVÁCS

Institute of Laboratory Medicine  
Faculty of Medicine  
University of Pécs  
Ifjuság St.13  
7624 Pecs - Hungary  
Tel: +36 30 9377688  
Fax:+36 72 536121  
E-mail: kovacs.l.gabor@pte.hu

##### Prof. Tahir PILLAY

Department of Chemical Pathology  
University of Pretoria  
Pretoria 4001 - South Africa  
Tel: +27 12 319 2114  
E-mail: tspillay@gmail.com

##### Dr. Bruce JORDAN

Roche Professional Diagnostics  
Forrenstrasse  
6343 Rotkreuz - Switzerland  
Tel: +41 41 798 7489  
E-mail: bruce.jordan@roche.com

**CPD WORKING GROUP CHAIRS**

**Dr Maria del Carmen PASQUEL**

Francisco Dalmau Oe3-259

010119 Quito

ECUADOR

Tel: + 59 3990302281

Fax: + 59 322250074

E-mail: [mariapasquelc@yahoo.com](mailto:mariapasquelc@yahoo.com)