

FELA Publications Steering Group Guidelines

Origin

Following decisions at the General Assemblies in Hamburg and Copenhagen in 2019, the proposal for the FELA Publications Steering Group arose from a Strategy House discussion at the General Assembly held in Tallinn on 17 January 2020. It is part of the Programme of Work for 2021 that the FELA website will be further developed. In that sense, a Publications Committee is “charged with choosing a fair representation of articles from the membership to be published under Publications Resources” on FELA Website (Programme of Work 2021, p. 2).

It is envisaged that the Publications Group will act in a coordinating manner. The Executive Committee asked Petra Potočnik and Therese Salzmänn to Co-chair the Steering Group.

Aims

The aims of the FELA Publications Steering Group shall be to:

- ❖ To extend the **public image** of the entire FELA network
- ❖ To showcase the **current professional activities in the FELA network**, in theory and practice
- ❖ To **collect and disseminate** publications/articles/interesting websites/examples of good practices/descriptions and presentations of literacy and reading promotion actions
- ❖ To select publications with **various themes** and for **different target groups**, in **different languages** (articles can be in any European language) that correspond to criteria set by the Publications group as an annex to the guidelines
- ❖ To **present** them on the FELA website
- ❖ To **update** the website regularly by adding new publications
- ❖ To create and maintain an **archive** for older publications
- ❖ To enable the website to become the **focal point of knowledge** exchange for member organizations and broader
- ❖ To **stimulate networking** among member organizations (based on publications presented on the FELA website)
- ❖ To publish, once a year, a **general article about the activities of PSG**
- ❖ To **report about work/present and actions of PSG** on appropriate events (webinars, seminars, congresses); within the national framework of organization and abroad

Membership

The members of the PSG shall be the **two Co-Chairs** and **no fewer than three and no more than five other** members.

The Executive Committee shall invite member associations to nominate members to the PSG.

People who do not belong to FELA member organizations but are known for their knowledge or expertise – not affiliated to any associations – may be consulted to contribute with their expertise.

At least two members at any one time shall be drawn from the wider FELA community and not from the Executive Committee.

Duties

- The Group shall meet at least twice in each calendar year face-to-face or by electronic means.
- Notes shall be kept of meetings and of consultations between meetings.
- The Co-Chairs, or other members of the Group, chosen by the members shall report to the Executive Committee and General Assembly as required.
- The group shall select articles according to certain criteria. These criteria shall be set at the beginning and updated regularly as needed.

Working practices

The Group shall define its own working practices, under the supervision of the Executive Committee and the General Assembly.

Suggestions:

- Communication by e-mail and using Google Drive
- Each member will be responsible for several members to enquire about and collect articles, up to a specified time.
- All articles will be viewed by at least two members before publication on the FELA website.
- The decision on which articles will be published is made twice a year at the group meeting (If necessary, the group members will adapt and organize more meetings).

Indicative selection criteria:

Topics to be considered

- | | |
|--|---|
| - Emergent and early literacy | - Literacy and multilingualism |
| - Family Literacy | - Teacher's professional development |
| - Promoting literacy in and out of school | - Distance learning |
| - Struggling readers and support schemes | - Reading culture, reading for pleasure |
| - Adult literacies | - Children and Youth Literature (fiction and non-fiction) |
| - Second language learning | - Literature promotion activities/projects |
| - Digital literacy | |
| - Multiliteracies (visual literacy, multimodal literacy, science literacy) | |

Target groups to be considered

- | | |
|----------------------|-----------------------------|
| - babies/families | - adults |
| - preschool children | - seniors |
| - school children | - immigrants |
| - adolescents | - persons with disabilities |

Places for literacy promotion and research to be considered

- family
- day nursery
- kindergarten/preschool
- school (primary, secondary)
- initial teacher education
colleges/universities
- libraries
- leisure institutions
- outdoors
- work place

Forms to be considered

Scientific publications/Publications from the practice

Articles/interesting websites and presentations/examples of good practices/descriptions and presentations of literacy and reading promotion actions

Languages

Publications can be in any European language. All titles will be translated into English.

Open access

Only open access publications (not fee-based articles) will be published.

Copyright

When a FELA member proposes an article, PSG will ask for an agreement/statement in which s/he declares s/he has the rights to disseminate the work to the general public. (A publication contract will be discussed and developed in the group).

Commitment of the FELA members

PSG will ensure that all member organizations are involved **(to meet the intention of showing that there are professional activities going on in many, if not all, associations).**

As this is a newly established group, these guidelines are not meant to be definitive and the Executive Committee reserves the right to propose updates with new integrations and to submit them to the GA in each instance for approval.

Executive Committee and Co-Chairs Petra Potočník and Therese Salzmann