

## NGO Forum Skype Groups Protocols

All NGO Forum Members have an obligation to share information in order to enhance situational awareness, operational decision making and improve general safety and security among members.

Skype Groups are used as a method of communication to share valued Information for the wider good of the NGO Forum without fear of any confidentiality issues.

### Members' protocol.

- **Membership.** The CD(or designated person) will request membership through the Information Manager
- **Naming convention.** Members' name and organisation are to be identifiable to others by their Skype profile name. Recommend the protocol is **Your NGO, Your Role - Your Names** Example (SSNGOF IM - Kenneth Muturi). To change the profile name, please double click on your profile photo then edit the name. User with skype business accounts will need to login through the skype portal and change respective details on my profile page.

### Communications and conversations.

- Communications should be kept to respective group specifics and not general 'chit-chat'. Long conversations should be limited to PM (personal message) another member.
- Confidential information regarding a specific NGO will either be shared by the NGO itself, or by the NGO Forum if the NGO has asked them to do so.
- The Information Management Team will monitor the group and when necessary post summaries of the issues on the Country Directors Skype Group to ensure the Forum as a whole is kept informed.

**Administration.** Group will be administered by the NGO Secretariat and the respective Steering Committee Representative