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Policy for IIW Communications

Release notes:

New template (simplified)

PREPARATION	VERIFICATION	APPROVAL
Luca COSTA	WG-Governance	Board of Directors

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1 Introduction and scope

The scope of this document is to ensure that communications accurately reflect IIW general policies.

This does not in any way prevent or inhibit an expression of personal views or dissenting viewpoints on matters being considered within the IIW, provided this is clarified to the audience.

2 IIW Spokesperson

Selected individuals may represent the IIW in official occasions such as meetings, conferences or address to the public through different means. These individuals are referred hereinafter to as IIW Spokespersons.

IIW Spokesperson may be any of the following individuals when referring to their position in the IIW in their communication:

- IIW Officers, such as IIW President and CEO
- Staff of the IIW Secretariat
- Members of the IIW Board of Directors
- Chairs of IIW TMB Units and IAB groups
- IIW Project or activity leaders, having the ability to represent IIW for their project/activity assigned to them
- Any other Individual authorised by the IIW to represent the IIW.

IIW spokespersons are required to comply with this policy. Failure to comply with the policy may result in the banning of participation in IIW for individuals and/or other sanctions upon the decision of the appropriate bodies in the IIW.

3 Policy for IIW communications

Only IIW Spokesperson may represent the IIW in communications and only with respect to those matters on which they have been authorized to speak.

When representing IIW, IIW Spokesperson communication should adhere to IIW policies and general principles, as stated in the IIW Constitution, Bylaws and other references and procedures.

3.1 General policy

No person shall have the authority to bind the IIW, either orally or in writing, without the prior (written) approval of the Board of Directors

When addressing to local organisation or institutions, care should be taken that communications take into consideration the position of the member(s) in the country and/or that the member(s) in the country is informed.

In the area of Standards development and Standards interpretation, IIW shall conform to all applicable procedures, including those from the International Organization for Standardization and current IIW Reference Documents (RDs).

In case an IIW spokesperson is expressing personal views or dissenting viewpoints on matters being considered within the IIW, extreme care must be exercised to be sure that such views are being expressed as those of the author rather than as official positions of the IIW. The IIW recommended disclaimer may be used for this purpose (see item 4.)

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3.2 Use of IIW Stationery

IIW stationery should be used only for authorized IIW activities and for normal communications among the Member Societies. For further authorisation, the IIW secretariat shall be contacted.

3.3 Use of IIW Titles or Offices

Any correspondence signed by an IIW Spokesperson in their IIW Capacity (e.g. as Officer, Working Unit Chair, Secretariat Member or Project leader) should be considered as an official communication from the IIW and should be consistent with the policies and positions of the IIW, unless it is clarified that the content is a personal opinion not representing the position of IIW. The IIW recommended disclaimer may be used for this purpose (see item 4.)

3.4 Communications Intended for Publication or Dissemination

Any communication which is submitted or intended for publication or dissemination which purports to represent the official position of the IIW, or which could be interpreted to reflect the official policy or position of the IIW, must first be submitted to the Secretariat and approved by an appropriate Officer of the IIW.

4 IIW Disclaimer

The following disclaimer will be used for representation of IIW: *“The International Institute of Welding does not assume any liability for the content presented. IIW does not and will not endorse any specific brand or product”*.

The following disclaimer is recommended when expressing personal opinions, for the purpose of this policy: *The opinions and statements I express are my own and do not represent those of the International Institute of Welding.*