

TSCF CODE OF ETIQUETTE

The rules contained in this Code govern the relationships between TSCF and the environment, as well as some aspects of the relationships between its members.

These rules are intended to create social harmony by promoting trust and mutual respect, as well as countering abuse and ensuring balance in relationships.

The rules of etiquette are not negotiable.

ARTICLE 1. NATURE OF TSCF

TSCF is a Civil Society Organization (CSO) and a Non Governmental Organization (NGO).

A CSO is a formal organization that is non-governmental, not-for-profit, not representing commercial interests, and pursuing a common purpose in the public interest.

An NGO is an international CSO.

ARTICLE 2. RELATIONSHIPS WITH THIRD PARTIES

§ 1. TSCF is an independent institution, free of any other established interest.

§ 2. TSCF's policies and decisions are sovereign and with no recourse.

§ 3. TSCF does not receive support from governments, nor does it contribute to their funding, directly or indirectly.

§ 4. TSCF is not for profit and does not stand for any commercial interest, nor does it support any, directly or indirectly.

ARTICLE 3. CONSISTENCY PRINCIPLE

TSCF strives to create social capital. There must be some consistency between this final objective on the one hand, and the behavior of its members, providers, collaborators and the third parties, on the other hand.

ARTICLE 4. POLICY PRIORITY

§ 1. Should the policies determined by TSCF and those determined by another organization conflict on a particular matter, the policies determined by TSCF shall prevail.

§ 2. No one is supposed to ignore the Code of Etiquette.

ARTICLE 5. PROTOCOL FOR COMMUNICATION WITH EXTERNAL BODIES

§ 1. The Presidency addresses chiefs of state and governments and their immediate delegates, heads of international organizations or corporations and their immediate delegates, and is addressed by them.

§ 2. Other correspondence or contacts are handled by the Office of the Secretary-General, who directs them to the appropriate persons in charge, if appropriate.

ARTICLE 6. CORRESPONDENCE

§ 1. Correspondence, be it in conventional or electronic format, must be courteous and include the usual politeness forms.

§ 2. Correspondence must emanate from persons or bodies with appropriate and sufficient authority as per ARTICLE 5 above.

§ 3. Responses address the question raised by the initial message.

§ 4. Questions to TSCF must not require information that TSCF has already publicly given.

§ 5. Correspondence must be sent to the appropriate addresses and persons in charge, as per ARTICLE 5 above and as per organizational information publicly given by TSCF.

§ 6. All mail sent by TSCF and that requires it receives a response. The normal maximal time frame for responding mail is 8 days.

§ 7. Correspondence not conforming to etiquette is not taken into consideration.

ARTICLE 7. LANGUAGE

The official language of TSCF is English.

ARTICLE 8. PROVIDERS

§ 1. Providers serve TSCF's needs and goals.

§ 2. Providers know TSCF's social philosophy, values, policies, and rules, and abide by them.

§ 3. Providers are expected to be independent on any third parties.

§ 4. Providers do not promote the interests or policies of third parties to the detriment of those of TSCF.

§ 5. No service or good can be paid unless it has been delivered at least in part.

§ 6. Voluntary interruption or restriction of the service results in the termination of the contract relationship.

§ 7. Any form of pressure, threat, blackmail, deception or manipulation results in the termination of the contract relationship.

§ 8. Any attempt to harm the image of TSCF to the eyes of the public or of any third party results in the termination of the contract relationship. Voluntary blows to the professional reputation of TSCF create a right to compensation for the damage caused.

§ 9. Pursuit of the contract relationships after the Code of Etiquette has been updated involves acceptance of the amendments that have been made to it.

ARTICLE 9. RECIPROCITY PRINCIPLE

Support to other organizations is subject to reciprocity. This applies notably to any form of information likely to generate awareness, including links to websites.

ARTICLE 10. PRIVACY POLICY AND DEMOCRATIC RIGHTS

§ 1. Requests from third parties regarding TSCF members or conference participants are responded only if the following conditions are fulfilled:

- Proof of identity and quality of the applicant is provided,
- Proof of a legitimate interest in the case is provided,
- Proof is provided that the request is formulated under a contradictory, transparent and fair procedure,
- Details of the case are provided,
- Details of the information requested are provided.

§ 2. No information regarding TSCF and/or its members is given to third parties in a discriminatory or preferential manner.

ARTICLE 11. EDITORIAL MATTERS

§ 1. TSCF publications intend to make a contribution to the improvement of the social, moral, economic, and political environment. As a publisher, TSCF particularly values the criterion of social utility.

§ 2. TSCF follows a procedure that is fair and respectful to authors. The comments provided to authors by Editorial Boards members shall be designed to help authors produce articles that subscribe to an international standard of quality.

§ 3. TSCF contributes to re-establishing impartial and rational evaluation in the social and economic sciences.

§ 4. All evaluators should represent TSCF and take care of the image of the institution among the wider public.

ARTICLE 12. AUTHORS

§ 1. Papers should have been corrected for errors when presented, and will be regarded as accurate. Authors are responsible for factual content.

§ 2. Authors should indicate sources of funding when required by these sources and any restrictions on publication placed on them by sponsors.

§ 3. It is the duty of the authors to clear copyright on data of all types.

§ 4. Simultaneous or later submission or publishing at other editors are not permitted. Authors must certify that the papers presented are original, have not been and will not be published elsewhere.

§ 5. Authors reference correctly their publications with TSCF.

§ 6. Authors support the editorial work of TSCF by taking TSCF membership.

ARTICLE 13. CONFERENCES

§ 1. The purpose of the TSCF conferences is to let ideas progress and to allow networking around essential issues.

§ 2. Some practices that are allowed in other conferences may not be accepted in the ones of TSCF.

§ 3. The communication style in the TSCF conferences is lively and interactive. They encourage understanding across boundaries, be they professional, cultural, or other.

§ 4. The debate style in the TSCF conferences is cordial, but respectful; assertive, but considerate of opposing views. Participation in the TSCF conferences is constructive and helpful.

§ 5. Conference participants are not consumers. TSCF is not a seller.

§ 6. Conference participation is not a right. It is dependent on acceptance by TSCF and compliance with the conference regulations.

§ 7. Conference participants are regarded as members of a community. They are encouraged to stay in touch in the future within a larger TSCF constituency.

§ 8. Partial or intermittent conference attendance is not allowed.

§ 9. Persons accompanying conference participants are not admitted to the conference rooms.

§ 10. Conference session schedules are strictly enforced.

§ 11. Dress code at the TSCF events is smart casual to semiformal.

§ 12. Participants are expected to communicate regularly with the conference organizers prior to the event. They must clear any problem with their email communication. They are held responsible for any missing information regarding their participation.

§ 13. Role distribution in the TSCF Conferences is organized as follows:

- Participants attend sessions, ask questions, and participate in discussions.

- Speakers report individually or collectively on the status of a subject.
- Discussants of paper or panel sessions summarize contributions, raise questions, and provide comments and critiques that lead to discussions.
 - Paper or panel session chairs introduce speakers, start and end the sessions in an orderly and timely manner, lead and conclude the discussions, and report any encountered problem during the session.
 - Moderators launch and lead the roundtables and discussion groups, and help these groups produce results.
 - The conference chair and co-chairs are responsible for running the conference, managing the providers and the support staff, and enforcing the conference regulations. They may take measures to assure that appropriate order and decorum are maintained throughout the conference.