



## **Rules and Instructions for the AOP PEC members E-Mail Forum**

### **Membership**

The list is aimed at Optometrists who are members of **Professional Executive Committees of Primary Care Trusts** (and equivalent bodies in Wales, Scotland and N Ireland). A few AOP staff members and directors will be monitoring the list discussions and will offer advice or help from the AOP's perspective where it seems relevant. They will also do their best to answer questions if asked.

### **"Rules"**

- 1) **This is a private list.** You can only post to or receive e-mails from the list if you are registered on it.
- 2) **It is not a moderated list** i.e. no-one checks the content of e-mails sent to the list before they are re-posted to the list.
- 3) **Any topic related to PEC work/issues/membership is allowed.** There is no policing of the topics raised, but for general optometric discussion please use a general mailing list such as "Optometry Mailbase"
- 4) If you are a member of more than one e-mail mailing list **PLEASE do not "Cross Post"** ie post the same message simultaneously to more than one mailing list. Cross posting is a major problem to lists such as this one and will lead to cascades of unwanted e-mails and potentially confidential information leaking everywhere. If you are a member of several lists, simply ensure that any given e-mail goes to only one of the lists.
- 5) **You may send attachments** if you wish (e.g. spreadsheets) but please be considerate with the size of them as some users are on 56k dial-up connections.
- 5) Attachments and **e-mails are virus-checked by Message Labs**, the AOP's virus checker, before forwarding to members of the list but please check all attachments and e-mails yourself with your normal anti-virus software.
- 6) As a matter of courtesy, **please ensure that your postings contain your name** either as part of your e-mail address or as a signature. It would also be useful if you would state which PEC you are a member of.
- 7) **You should respect the confidentiality of any information posted on the list.** However, you should assume that any information you post may well get into the public domain, as a significant number of people will have received it.
- 8) **Anyone found abusing the list will be removed.** Please be polite!
- 9) **You are welcome to "lurk" on the list** and just read what is posted, but the more information we share the more we can help increase optometry's role on PECs.
- 10) **The list Moderator is David Craig** [davidcraig@aop.org.uk](mailto:davidcraig@aop.org.uk) (Head of Communications at the AOP). He will be responsible for ensuring that the list runs smoothly and dealing with any problems which arise in the process.

### **Instructions**

1) To join or leave the list please send an e-mail to:-

[davidcraig@aop.org.uk](mailto:davidcraig@aop.org.uk)

Please include your name and which PEC you are a member of.

2) To post a message to the list, send it to:-

[pecforum@aop.org.uk](mailto:pecforum@aop.org.uk)

It will automatically be re-posted to the list after a few minutes.

- 3) To reply to a posting on the list, use the "reply to all" option on your e-mail program. It would help if you then delete all the extra e-mail addresses from the "TO" and "CC" fields apart from [pecforum@aop.org.uk](mailto:pecforum@aop.org.uk) to avoid sending multiple copies of your reply.
- 4) You may find it useful to set up a folder or mailbox in your e-mail programme and set it up to automatically filter the e-mails from this list into that mailbox. The easiest filter to use should be <<"any header">> <<"contains">> <<"[pecforum@aop.org.uk](mailto:pecforum@aop.org.uk)">>. If you need further help with this, we should be posting instructions for this on the AOP website soon.

If you require further assistance, please contact:-  
[davidcraig@aop.org.uk](mailto:davidcraig@aop.org.uk)