

## **SAMEATalk & EduCOVID Listserv Rules and Regulations**

### **Listserv Moderators**

The moderators of the SAMEATalk Listserv are Marla Naidoo (SAMEA Administrator) and Kate Mwaura (SAMEA Coordinator). If you have any questions, comments, or complaints about the list, please send an e-mail to [info@samea.org.za](mailto:info@samea.org.za)

### **Purpose of the SAMEA Listserv and EduCOVID TIG Listserv**

The SAMEA Listserv is designed to provide a forum for members to exchange ideas, thoughts, problems, and solutions that relate to best practices, preparedness activities, general SAMEA news, emergency response, volunteer and staff recruitment, training, partnership building and other relevant activities related to Monitoring and Evaluation. At the present time, the SAMEA Listserv is not limited to SAMEA members only.

On 13 May 2020, SAMEA launched a Topical Interest Group (TIG) for those working in the field of education, who are interested in cooperating around Covid-19 and Education in South Africa.

1. To subscribe to EduCOVID you have to first register at [www.samea.org.za](http://www.samea.org.za). Note that you are not required to become a member, we just want to know who you are.
2. Once you have a SAMEA account, and you are logged in, go to your dashboard and set the EDUCOVID switch to **ON** where it says 'Subscribe to the EduCOVID listserv'.
3. If you do not remember your password please use the forgot password link to reset it. If you don't come right with registering or logging in please contact the SAMEA Secretariat at [info@samea.org.za](mailto:info@samea.org.za).
4. Once registered: send your posts by sending an email to: [educovid@www.samea.org.za](mailto:educovid@www.samea.org.za)

### **Rules of Conduct for the SAMEA E-mail Discussion Group**

All users of the Listserv must agree to the rules of conduct outlined below. Your agreement to the following is assumed when you send a message through the Listserv.

- I agree that I will not post any communications that are normally considered libelous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, threatening, harassing, or disruptive, or that may constitute grounds for civil liability.
- I agree not to request contributions for political candidates or solicit attendance at partisan political events.
- I agree not to use false, misleading, or duplicative addresses to disguise the destination of any content transmitted through this service.
- I agree not to forge headers or otherwise manipulate identifiers to disguise the origin of any content transmitted through this service.

- I agree not to upload, post, e-mail, or otherwise transmit any material to the best of my knowledge that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.
- I agree not to upload, post, e-mail, or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes, or any other form of such solicitation. All communication not related to M&E will, at the moderators' discretion, be deleted/blocked.
- I agree not to upload, post, e-mail, or otherwise transmit any copyrighted or proprietary information, personnel records, or other information restricted from public dissemination without proper authorization as provided by law.
- I understand that failure to observe these rules and to conduct myself with appropriate etiquette will result in my removal from the SAMEA Listserv.

## Filing Complaints

**Do not file a complaint to the entire E-mail Discussion Group.** If you disagree with the relevance/usefulness of posted information, do not send a complaint to the entire list. Instead, please send an e-mail message to the SAMEA Administrator at [info@samea.org.za](mailto:info@samea.org.za) and express your opinion. We will then address the posting.

## When Sending a Message to the Listserv

When sending a message to the Listserv, remember the following:

1. When responding to the Listserv, keep your message brief.
2. Include a portion or summary of the message you are responding to, but do not forward the entire message.
3. Stick to topics related to Monitoring and Evaluation – non-relevant topics will be moderated/removed
4. Include an opening and closing in your message.
5. Be careful when using humour in your message.
6. Do not send a meaningless message with no content, such as "I agree." We need to respect other Listserv messages who do not want to be copied in on such comments – rather respond to the originator of the message directly and not to the entire listserv.
7. Identify yourself. At least provide your first and last name, as well as your title and company/jurisdiction.

8. Avoid flaming individuals on the Listserv. If you have a conflict with an individual or if you have a conflict with an individual or group, send your comments to the offender directly by private e-mail message.

9. Do not be critical of people's queries posted to the Listserv. Remember that we're here to learn, share, and grow through this communications forum.

### **Disclaimer**

SAMEA assumes no responsibility for the opinions and information posted by others. In no event shall SAMEA be held liable for any special, indirect, or consequential damages or damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this forum.