

# Media Relations Policy and Procedures

As a public institution, the Government of the Imperial Republic and its programs, activities, departments, personnel, and plans are of special interest to the public. It is important to present the Imperial Republic both accurately and in the best possible light. When information is released, every effort must be made to avoid misunderstanding, misinterpretation, or confusion. Once a misconception takes root, it is always difficult and often impossible to make full correction.

In the interest of orderly, consistent management of the information released to the media, the following policy and procedures are in effect:

## Policy

The Imperial Republic Spokespersons are officially the High Prince, Executor, and Supreme Chancellor of the Imperial Republic.

Acting in the daily capacity as the Imperial Republic Spokesperson, will be the Minister of Public Affairs and their staff. In the absence of the Minister of Public Affairs, the Ministry of Public Affairs, most specifically the Deputy Minister for Public Relations & Press Secretary and their staff will act in the official capacity as the Imperial Republic Spokesperson.

### **The Minister of Public Affairs, acting as the Imperial Republic Spokesperson will:**

- provide information to and respond to inquiries from the news media regarding official government policies, positions, announcements, personnel issues, crisis management, emergency situations, government fiscal operations, and other matters which reflect on the standing of the government;
- be informed promptly when any member of the Imperial Republic Government community receives inquiries from the news media;
- keep the Throne and other senior officials informed of all relevant media situations and inquiries
- in consultation with the Throne, prepare statements for the Throne/Ministry of Public Affairs to release to the media;
- inform the Ministerial Press Offices of all media situations and inquiries.

### **The Deputy Minister for Public Relations & Press Secretary will:**

- serve as the Imperial Republic Spokesperson should the Minister of Public Affairs be unavailable;
- keep the Throne and other senior officials informed of all relevant media situations and inquiries by direct communication or through the Imperial Republic spokesperson;
- coordinate, edit and distribute all government news releases, including those prepared by other members of the Imperial Republic government community, checking them for accuracy and appropriateness with the Throne, Ministers, and designated contact person(s), ensuring that they are phrased in the appropriate style and manner;

- retain and file copies of all news releases emanating from the Imperial Republic government, including those released by the State Department, establishing a central locale for all Imperial Republic communication with the media;
- ensure copies of all news releases are properly distributed.

### **High Councilors shall, as assigned or appointed by the Throne:**

- provide information to and respond to inquiries from the news media regarding official government policies falling under their respective portfolios, positions, announcements, crisis management, emergency situations, and other matters which reflect on the standing of the government, except for personnel issues, unless it concerns themselves;
- submit all speeches to be delivered to an intergalactic organization or a foreign government, to the the Ministry of State for review by their censor;
- submit all speeches to the Ministry of Public Affairs prior to their verbal delivery, to ensure clear congruent messages are being delivered across the public affairs front;
- keep the Throne and other senior officials informed of all relevant media situations and inquiries in which they are actively involved;
- in consultation with the Throne and the Ministry of Public Affairs, prepare in advance any statements they intend to release to the media.

## **Procedures**

### **Responses to Inquiries from the Media**

1. Ministers, directors, officers, and all other employees should not respond to inquiries from the media concerning matters such as personnel issues, crisis management, emergency situations, and Imperial Republic policies and fiscal operations; instead, they should immediately refer such inquiries to the Imperial Republic Spokesperson. This may be accomplished by calling the Imperial Republic Spokesperson and relaying the inquiries, or by asking the media person to call the Imperial Republic Spokesperson directly.
2. Ministers, directors, officers, and all other employees may respond directly to media inquiries on ordinary, day-to-day matters such as awards and publications; however, all inquiries from reporters or other media persons should be reported immediately to the Imperial Republic Spokesperson.
3. Ministers, directors, officers, and all other employees who respond to media inquiries must promptly submit copies of their responses to the Imperial Republic Spokesperson, in hardcopy.

## **Notes**

1. Moffs and Ambassadors, acting as official representatives of the Throne, shall retain and submit to the Ministry of Public Affairs in writing all official statements, releases, and other communications. The Ministry of Public Affairs will deposit them in repository at the Imperial Republic Library & Archives, to be part of the Imperial Republic Historical Archives, as they are legally deemed official communications from the Imperial Republic Government itself.

Proposed by the Deputy Minister for Public Relations & Press Secretary, Michael Praxton, on September 10, 2008.

Reviewed by the Principal Deputy Minister of Public Affairs, Shannon Klien, on September 10, 2008.

Ministry Review by the Assistant Minister of Public Affairs for Legal Language & General Counsel, Dr. Lauren Hoffman, on September 11, 2008.

Public Affairs Review by the Minister of Public Affairs, Tom Winter, on September 11, 2008.

State Review by the Counselor of the Ministry of State, Ambassador George Charles Wilmington III, on September 12, 2008.

Legal Review by the Minister of Justice, Dr. Michael Mitchell XVII, on September 12, 2008.

COMPNOR Review by the COMPNOR High Minister of Management, Policy, & Operations, Brigadier General Bryan Dugaan, on September 13, 2008.

State Endorsement by the Supreme Chancellor of the Imperial Republic, Joesefus A. Quick, on September 14th, 2008.

Executive Endorsement by the Executor & Grand Minister of COMPNOR, Duchess Tavria Treyson of Maires, on September 14, 2008.

Royal Assent by His Majesty, the High Prince James Stratus, on September 15, 2008.