

Policy #	AD-111	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

1. Purpose

- 1.1 Applying a special communication system will facilitate the communication and ensure receiving the messages as intended and eliminating misinterpretation rate. The result will be better and prompt information flow and follow-ups.

2. Definitions

- 2.1 **Electronic communications** and electronic files collectively include electronic communications and electronic files stored on FBSU owned computers.
- 2.2 **Network communications** including electronic mail and voice mail, stored on, encrypted on, or in transit to or from individual computer or voice mail accounts on FBSU owned systems/devices.

3. Policy

- 3.1 The official language of communication at FBSU is English. Arabic language is mainly used when dealing with government agencies.
- 3.2 Circulars and memos are commonly used for conveying specific messages across FBSU. Circulars and Memos are issued in both languages (Arabic and English).
- 3.3 Publications should be printed after coordination with HR director.
- 3.4 Emailing occupies major portion of internal communication at FBSU and it is accepted to be one of the official communication medium at the University.
- 3.5 In meetings, the meeting agenda must be prepared and circulated to the meeting attendees ahead of time (preferably 48 hours before the scheduled time of the meeting).
- 3.6 All official meetings at FBSU must be headed by a Chair; the chair must focus on the decisions required of the meeting, ensure that all participants are accorded adequate time, decide when to end debate on each topic. The Chair must assign one of the attendees to take the minutes and record the results of votes on various decision

4. Related Documents

- 4.1 Formal Letters Guideline (AD-111-G1)

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